

**Plaistow Public Library  
Board of Trustees Meeting  
February 9, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, February 9, 2021 at 10:30am.

Present: James Peck, Chair  
Jennifer Kiarsis, Secretary (via Zoom)  
Rosemarie Bayek  
Michelle Sykes, Friends of the Library, Alternate (voting for Willis)  
Megan Lee, Alternate (voting for Query)

Not Present, Excused: Catherine Willis, Vice Chair  
Jane Query, Treasurer

Others Present: Cab Vinton, Library Director

**Call to Order**

Jim called the meeting to order at 10:37 am.

**Secretary's Report**

Motion to approve the minutes from the regular meeting held on January 12, 2021 was made by Rosemary Bayek; seconded by Michelle Sykes (Willis).

Roll Call Vote:  
Jim Peck - AYE  
Jennifer Kiarsis - AYE  
Rosemarie Bayek - AYE  
Michele Sykes - AYE  
Megan Lee - AYE  
Motion approved: Ayes 5; Opposed 0; Abstained: 0

**Treasurer's Report and Financial Report**

The Library is currently \$17,000 under budget. This is due to timing differences in payments made. It is more like 8-10,000 after payments are evened out.

There was an error in reporting for the appropriation amount requested from the Town (-2,000). It will be made up in the second payment.

Income of \$630 was reported for passports. It seems that people are catching up in the hopes of traveling, and also are aware of the backlog to get their passports issued or renewed.

The Fund Report deposit amount of \$1,157 is mostly due to passport income.

Rose Bayek is now doing deposits and will visit the bank with Jim Peck to get her signatory authorization complete, which requires a letter from the Board. Rose will be appointed as Treasurer when a new Appointment of Officers takes place after the upcoming election. Cathy Willis and Jane Query are both running for Trustee of the Library in 2021.

In regard to the percentage of Library Funds and concern about the cost of the new sign, it was reported that our goal is to keep a minimum total library fund balance between 25% and 45% of the net annual budget. If the cost of the new sign is \$30,000, the fund balance will be at approximately 35%.

Motion to approve the Treasurer's Report and Financial Report was made by Megan Lee (Query); seconded by Michelle Sykes (Willis).

Roll Call Vote:

Jim Peck - AYE

Jennifer Kiarsis - AYE

Rosemarie Bayek - AYE

Michele Sykes - AYE

Megan Lee - AYE

Motion approved: Ayes 5; Opposed 0; Abstained: 0

### **Correspondence and Communication**

The Library received a thank you note from the Census Bureau and the League of Women Voters for its efforts toward getting the 2020 Census completed.

### **Friends of the Library**

The treasury of the Friends has earned \$1795 from July 2020 to January 2021. This is mostly from funds collected from Yoga. The Friends will be meeting on the last Tuesday of February (February 23), and Michelle will inquire if the Friends would be willing to contribute to the new sign for the Library.

### **Southern NH Library Cooperative**

Aspen Discovery Layer, which is a user interface supported by ByWater Solutions, has now 12-18 libraries that are interested. Cab is working on what the allocation will be for each library based on certain metrics. The total cost for all libraries will be between \$20 and \$25,000 for the project.

Kimball and Sandown are a bit more open than Plaistow. Kimball has been "eyeballing" the number of people visiting. Sandown is doing the same but has a lower volume of patrons. Plaistow is using a "clicker count" for now. Staff is comfortable with that procedure.

Cab presented a graph showing the weekly percentages of COVID \*active cases in Plaistow\* from October to February. Kimball is using a \*threshold of > 0.5% as a percentage of their town's population\* for keeping its facility open. It is \*0.33% currently in Plaistow.

There will be a staff meeting today (February 9) to reassess how the Plaistow Library will handle any additional opening up of the facility. The average patron visit is 12 visitors per day. It was

recommended that social media be used to announce that the Library is indeed open, but on a limited basis.

Long term predictions about COVID and how towns will handle having any facility open for few visitors is unclear. At some point it will become a financial matter to be assessed.

### **Director's Report**

Scott and Cab have been working with the web developer on the overhaul of the Library website. They hope to have a draft complete within 2-3 weeks and will provide the Board with it. Cab will be looking for feedback.

The strategic plan has been on hold during the past year or so due to the COVID issue and its complications. Cab will be reviewing the plan to make adjustments for the current environment.

Staff is doing well and staying healthy.

The Library and Friends scholarships forms are being completed for June.

### **Old Business**

Candidates Night will be March 2, 2021 at 6:30 in the Highway Garage. To be determined if it will be a fully in person/remote/combination of both event. The Deliberative Session for the Town went very well at this location and Jim is hoping that candidates will be willing to be present. He will be sending out emails to the candidates to find out who will be participating and their preference. Jenn will send Jim the flyer files, which he will revise for this year and send to the candidates.

The new sign is progressing. Final proposals from two vendors are being reviewed. Discussion followed regarding the structure of the sign, and pictures were distributed. There was a consensus that granite posts with a curved top (Plaistow Public Library) was the overwhelming choice. Recycling of the present granite posts was suggested. It is a possibility that they could be sold after being removed.

Megan Lee expressed concern about the colorful graphics shown in one of the examples. Cab and Jim both explained that although the sign may be able to do this, the intent was to keep the messages basic, and the same on both sides. Also Megan stated that it would be better to do this sooner than later because of price increases. All agreed.

There may be a plowing issue with the new sign and that will need to be discussed with the Town. The present sign cannot even be seen because of the snow pile up. This situation and the safety of the new sign will be addressed with the Town Highway Department.

It will take 2-4 weeks for permits to be issued; 4-6 weeks for production of the sign. It is possible that the sign could be completed by the Spring.

Motion to authorize Cab and Jim to negotiate a contract with the preferred vendor for the Library sign not to exceed the amount of \$30,000; final design and exact cost to be provided to the Board before going forward with the implementation was made by Jenn Kiarsis; seconded by Rosemarie Bayek.

Roll Call Vote:  
Jim Peck - AYE  
Jennifer Kiarsis - AYE  
Rosemarie Bayek - AYE  
Michele Sykes - AYE  
Megan Lee - AYE  
Motion approved: Ayes 5; Opposed 0; Abstained: 0

**New Business**

None.

Meeting adjourned at 11:39 am.

Next meeting: Regularly scheduled meeting for March 9 with be moved to March 16, 2021, because of election day.

Respectfully submitted,

Jennifer Kiarsis  
Secretary