

**Board of Trustees Meeting  
April 13, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, April 13, 2021 at 10:30am.

Present: James Peck, Chair  
Jane Query, Treasurer  
Rosemarie Bayek  
Megan Lee, Alternate (voting today)  
Michelle Sykes, Friends of the Library, Alternate (voting today)

Not Present, Excused: Catherine Willis, Vice Chair  
Jennifer Kiarsis, Secretary

Others Present: Cab Vinton, Library Director  
Melissa Theberge, Minute Taker

**Call to Order**

Jim called the meeting to order at 10:35am. Jim appointed both Michelle Sykes and Megan Lee to vote today.

Cathy Willis has asked to permanently step down from the Board due to health concerns and the Board recommended appointing Megan Lee. The Board regretfully accepts Cathy’s decision and is grateful for her service and stewardship of the library. Megan is honored to participate formally and looks forward to supporting the Board.

Motion to recommend to the Board of Selectman to appoint Megan Lee as replacement for Cathy Willis was made by Jim Peck, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Secretary’s Report**

Motion to approve the minutes from the regular meeting held on March 16, 2021 was made by Rosemary Bayek, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstained 0.

**Treasurer’s Report**

Jim shared that the overall variance is similar to past months, though it is shrinking as the year goes on. Programs are now aligning to expected costs – Cab explained that the Children’s activities are happening steadily and the supplies for take-home projects are what is reflected in this portion of the budget. Utilities are on track relative to the budget, keeping in mind that this line had been decreased for the budget year, so it is coming in line with the new budget number. Health insurance line is a bit under but it also reflects a generally healthy staff as it’s a “self-insurance” plan. Special projects line reflects donations and passports, which are at about 50% of prior activity. Rose added that there was a donation for Summer Reading of \$100. Cab explained that Jen has pulled back a bit on soliciting for local donations due to the still slower economy.

Motion to accept the Treasurer’s Report was made by Jim Peck, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

### **Correspondence and Communication**

- Representative Pappas's office is coordinating the distribution of federal funds for civil and community non-profit projects. Cab said there are very few details included but he submitted a proposal for the solar roof project, highlighting possible work with local schools and STEM, the work the library has already done with the Town's Energy Committee, and the importance of promoting sustainability. The project estimate he submitted was \$200,000 and while he does not know what will come of it, it is worth applying.
- The Department of Transportation is doing a traffic calming study for Main Street between the library and RR tracks and has asked the library for help distributing a survey to local residents. Cab will forward the survey to the Board of Trustees directly. Scott is working on additional distribution.
- Town Manager Mark Pearson let Cab know that he has concerns about the budget getting tight near the end of the fiscal year and requested a fiscally conservative approach by the Library. Cab responded that the library has kept its budget steady and even below for the last few years and was just letting the Board know of this interaction.

### **Friends of the Library**

- Michelle shared that yoga has earned \$2085 since last July.
- The Friends voted to give \$2000 toward the new sign.
- They are planning on providing a \$500 scholarship through the school.
- Plant sale is on May 15, same day as the town-wide yard sale.
- Outdoor vendor fair is still in the discussion phase.
- April 5 was Library Appreciation Week and the Friends treated the staff to lunch on April 6.

### **Southern NH Library Cooperative**

Cab explained the update on the Aspen Discovery Layer – this is a major upgrade to the library catalog. He reminded everyone that it would expand catalog services including local historical documents.

There is a discount of approximately 80% to enroll as a cooperative. Initial cost is \$2000 per local cooperative library and the annual cost after that is about \$900, which is a great deal by Cab's estimate. ByWater Solutions has not made extensive pricing increases and this is a great value to add to the current cost. Getting all the libraries coordinated and signing contracts takes a little time so it would go live in the fall. The Board offered its informal approval of the expenditure.

### **Director's Report**

- Circulation Desk Clock – Scott found horologist Andrew Towne to repair it. He did so for under \$100 and also fixed the grandfather clock at no cost. Andrew did say that the gears in the large wall clock are old and need additional, more costly repair. Similar more extensive repair to the grandfather clock would cost about \$500. Cab asked the Board if they wish to do things now or later in the year. Jim said the library will wait on making the additional repairs.
- Jim and Cab met with the police to schedule training: April 21 at 3pm will be active threat training. Trustees are welcome to attend.
- Cab said the back yard of the library has some edging that needs repair – loose nails and other damage are unsafe. Landscaping estimates for the work are high. There is 600 linear feet of border that needs work. Suggestions were made to enlist Scouts or community service work hours.

- SIGN! The various components are being prepared and will be done within a couple of months – hopefully mid-June is the target. Pricing has come down to that of earlier proposals (which had gone up to as much as \$50,000). SignDesign is doing the work for \$22,990. There will still be extra expenses for electrical and such.

**New Business**

Scholarship – Cab reached out to the high school about awarding the library scholarship to specific students. The Trustee scholarship will go to a specific student and the Friends of the Library scholarship will go to the student selected by the school.

Motion to award the scholarship of \$500 to a Board-selected student was made by Rosemarie Bayek, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Cab needs to hire a new page and begin training – Jen Dawley recommended an active student who is excited to work at the library. Cab interviewed and would like to recommend Emme Shaw for the position. She comes highly recommended by Megan Lee as well.

Motion to offer the Page position to Emme Shaw was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Raven’s daughter Shelby would like to be included in the substitute pool and Cab suggested this would be a helpful addition to the pool, especially for weekends.

Motion to add Shelby Gregg to the substitute pool was made by Megan Lee, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Adjournment 11:43am

Next meeting May 11, 2021 at 10:30am

Respectfully submitted,

Melissa Theberge