

**Board of Trustees Meeting
May 11, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, May 11, 2021 at 10:30am.

Present: James Peck, Chair
Jennifer Kiarsis, Secretary
Megan Lee
Michelle Sykes, Friends of the Library, Alternate (voting today)

Not Present, Excused: Jane Query, Treasurer
Rosemarie Bayek

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

Call to Order

Jim called the meeting to order at 10:38am. Jim appointed Michelle Sykes to vote today.

Secretary's Report

Motion to accept the minutes from the meeting on April 13, 2021 was made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

- Jim reviewed the details of the report, noting the narrowing gap between budget and expenses. The Library Funds line shows a payment toward the sign but that will be reversed once corrections are made and it is attributed properly.
- Facilities line was clarified by Cab. He explained that some fire system deficiencies were repaired as well as sprinkler system repairs, and an inspection of emergency lighting plus an upgrade, most of which are reflected in this line. In short, this means that the Facilities line will soon be approximately \$4300 lower once the accounts are updated.
- Cab reported that the Koha project is a go, including agreement of a funding formula by all 15 libraries! A kick-off meeting is scheduled for this week. Cab's best estimate is for a fall launch.
- Jim said passport transactions are increasing again slowly.
- Funds accounts show typical activity for the most part. The Special Projects line will ultimately be used for 50% payment for the sign project: \$11,495. Megan asked about how the accounts are utilized. Jim and Cab explained that certain funds are created by Fines which have spending limitations, but then other monies were previously in a big line called Special Projects. It has since been partly shifted into smaller more specific funds like Grounds and Technology. Discussion continued about how to divide the funds account to reflect more specific special projects.
- Motion to move from Special Projects: \$50,000 to Grounds Enhancement, \$10,000 to Restoration + Replacement and \$10,000 to Technology was made by Jim Peck, seconded by Jennifer Kiarsis. Motion approved: Ayes 4, Opposed 0, Abstention 0.
- Motion to transfer \$11,495 to Checking from Grounds Enhancement to pay for the first 50% of the sign. Jenn seconded. Motion approved: Ayes 4, Opposed 0, Abstention 0.

- Michelle asked when the Friends' donation toward the sign should be made. Both Cab and Jim let her know that anytime now would be appropriate. Michelle will bring that back to the group. Jim said the Exchange Club is also making a donation.
- Motion to accept the Treasurer's Report was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstention 0.

Correspondence and Communication

- Cathy Willis sent an official resignation letter to the Board that Jim received.
- Cab said they have received a great deal of informal gratitude from patrons.

Friends of the Library

- Michelle reported that yoga has earned \$3,045 so far in 2021. Sybil, the yoga instructor cannot do in person yoga with the current limitations on attendance of only 10. She will continue by Zoom and is considering an occasional special event that would be held outdoors but nothing is planned yet.
- Plant sale is on Saturday, May 15. Sybil will be there to hold brief yoga demonstrations.
- The Vendor Fair letter has gone out to vendors to gauge interest in an outdoor event in October.

Southern NH Library Cooperative

Cab reported that the Aspen project is their current focus. At their recent meeting, there was discussion about managing overdues, follow-ups, and replacement. The goal is to have relatively similar guidelines.

Director's Report

- Cab is working on staff reviews and strategic plan.
- Sherri Averill sent a very helpful exit interview document he is reviewing.
- Summer reading is expected to be busy so planning is underway for that.
- Cab reported that Scott is going to be moving on to a position in Stratham. His last day will be June 4. A review of the position will be conducted before posting. There was discussion about how to move forward and what kind of role(s) would be important to implement in the library.

Old Business

- Jim called for someone to be Vice Chair. Additional discussion focused on recruiting new members.
- Motion to have Megan Lee in the role of Vice Chair was made by Michelle Sykes, seconded by Jim Peck. Motion approved: Ayes 4, Opposed 0, Abstention 0.
- Cathy's Resignation: Discussion about how to honor her years of service to the library. Ideas were shared and will be investigated.
- Active Threat Training: Jim attended, as did Megan and Michelle, and they appreciated how much they learned. As a follow up, Cab has ordered a recommended trauma kit and Raven is researching the training for this purchase.
- New Sign: Mid-June is the target.

New Business

- Federal ARPA Grant: Funds from the American Rescue Plan Act. The state library is coordinating the distribution of the federal monies. Plaistow Public Library will receive \$1855. There are some parameters for use of the funds. Cab's proposals include technology like an audio loop which

assists with hearing in large spaces. Another idea is to purchase equipment to digitize older materials. He is open to additional ideas and he will write a recommendation plan.

- Budget Committee Tour: Jim offered a tour to the new committee on September 25, which is just ahead of the budget meeting in early October. This also requires a draft budget be ready by late September. The library has maintained a level budget three years running but it is unknown what the town's guidelines will be this year.

Adjournment: 11:57am.

Next meeting: June 8, 2021 at 10:30am

Respectfully submitted,

Melissa Theberge