

**Plaistow Public Library  
Board of Trustees Meeting  
June 8, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, June 8, 2021 at 10:30am.

Present: James Peck, Chair  
Megan Lee, Vice Chair  
Rosemarie Bayek, Treasurer  
Jennifer Kiarsis, Secretary  
Jane Query

Others Present: Michelle Sykes, Alternate  
Cab Vinton, Library Director  
Maxann Dobson  
Mary Gori

**Call to Order**

Jim called the meeting to order at 10:36 am.

**Secretary's Report**

Motion to approve the minutes from the regular meeting held on May 11, 2021, was made by Megan Lee; seconded by Jennifer Kiarsis. Motion approved: Ayes 5; Opposed 0; Abstained: 0

**Treasurer's Report and Financial Report**

It was reported that the Library is still under budget for the year. Passport income continues to go up and activity is at 70% of pre-COVID. Cab will be purchasing a new PC for the new hire for the Assistant Director position. The former Assistant Director used an Apple computer while at the Library and Cab is of the opinion that Apple technology (and piece of equipment which is about 8 years old) has little value for the Library. Scott has offered to purchase it.

There was a reallocation of funds taken from Special Projects in the amount of \$70,000: \$50,000 to Grounds; \$10,000 to Restoration/Replacement; \$10,000 to Technology. The Board discussed and agreed to this at the last meeting. Mary Gori inquired whether there are other big projects planned for the Library other than the sign. Jim responded that there was not, but that the Board is always looking for suggestions to enhance the Library for the community.

Cab will look into the Encumbered Fund expenditures and provide an update at the next meeting. Also, he is going to look up and report on the balance in the Capital Reserve account.

Rose Bayek, the new Board Treasurer, reported all is going well.

Motion to approve the Treasurer's Report and Financial Report was made by Jane Query; seconded by Jennifer Kiarsis. Motion approved: Ayes 5; Opposed 0; Abstained: 0

## **Correspondence and Communication**

The Library continues to receive compliments, emails, and texts regarding the staff and resources. Patrons are regularly expressing their gratitude about the Library and its very helpful staff.

## **Friends of the Library**

Yoga has earned the Friends \$3090 for the fiscal year. The Friends will contribute \$2000 toward the sign, and \$300-350 for the Movie Night to be held at the Library on June 25<sup>th</sup>. They will be running a "Concession Stand" at the movie, as well as a 50/50 raffle.

The Vendor Fair will be outside, and the Friends are waiting to hear from more potential vendors to decide how to set up the venue on the Library grounds.

## **Southern NH Library Cooperative**

Aspen Discovery Layer training will begin within a week or so, and sessions will be spread over a few months.

Cab explained the function of the Cooperative to guests, Maxann Dobson and Mary Gori. They were familiar with the sharing of catalogs between the three Libraries (Atkinson, Plaistow, Sandown). The book shuttle that is provided to the Libraries by Kimi Nichols Center was discussed and how important it is to the Libraries, as well as providing a purpose for those attending the Center.

## **Director's Report**

There may be a transition of the Assistant Director position. The position has been advertised, and four responses have been received. One of the four has potential. There is also interest within Library Staff regarding the position. Jen O'Connor has an interest in doing Adult Programming, marketing and promotion for the Library. Jenn Dawley has an interest in performing the administrative duties of the position. This would necessitate a re-shuffle of hours and duties.

A controversial children's program (Drag Queen Story Time) is being conducted at the Derry Library. The Plaistow Library was approached to have the program but our schedule was already full. It was suggested that perhaps it might be best to have an adult program regarding this subject matter prior to introducing it to children. June is "Pride Month" for LGBTQ community.

The website is 80-90% complete. The developer built the Hampstead website, and Cab suggested the Board take a look at it. The final punch list will be submitted very soon. Any suggestions would be welcomed. Cab will send out the prototype to the Board.

Ways to use the ARPA (American Rescue Plan Act) grant in the amount of \$1850 are still being considered. Suggestions: digital scanning of Town documents; Technology for the Children's Department called Launchpads, which are educational pads loaded with information for pre-K to fifth grade and cost approximately \$150 each. The grant has to be used soon and a decision needs to be made. Many Libraries used the fund to purchase outside tents.

### **Old Business**

The sign is still in production. It should be installed by the end of June, middle of July. Getting contractors to build the base has been an issue.

Discussion followed regarding how to commemorate the service Cathy Willis as Trustee. Jennifer Kiarsis offered to talk with Cathy, as well as investigate fully the idea of a canine bench / statue of some kind.

The scholarship from the Library has been awarded and a surprise party was held on June 2 for Rosalie Averill, who is also a page at the Library. A press release was issued. The Friends scholarship has not yet been awarded. Both scholarships in the amount of \$500 each will be awarded to the students in their Second Semester and sent directly to the schools.

### **New Business**

The Board was introduced to two possible Trustee Alternates at today's meeting. Maxann Dobson and Mary Gori are both residents of Plaistow and avid book readers and Library users. They explained their interest and reason they would like to become Board of Trustee Alternates. It was a pleasure to meet them.

Scott and Megan attended an Emergency Management Team meeting. Both were impressed with the new head of the Team, Fire Chief Chris Knutsen. It was a meeting to get the various town departments together and discuss COVID updates. However, Megan explained that she liked the way the Chief was looking toward the future of Emergency Management beyond COVID. Megan accepted being the Library representative for the Emergency Management Team.

Discussion followed regarding changes to the COVID policy, specifically regarding the wearing of masks. It was decided that the current policy will stay in place until the middle of June. At that time, Cab will discuss any changes with the staff and if the policy requires amending, the Board will meet at a Special Meeting to vote to amend. It was agreed that the comfort of the staff was most important.

The next scheduled meeting will be on Tuesday, July 13, 2021 at 10:30 am.

Meeting adjourned at 12:20 pm.

Respectfully submitted,

Jennifer Kiarsis  
Secretary