

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

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

Present: James Peck, Chair
Jennifer Kiarsis, Secretary
Jane Query, Treasurer
Rosemarie Bayek
Megan Lee
Michelle Sykes, Friends of the Library, Alternate

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

Call to Order

Jim called the meeting to order at 10:35am.

Secretary's Report

Motion to accept the minutes from the meeting on June 8, 2021, was made by Rosemarie Bayek, seconded by Megan Lee. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Kiarsis).

Treasurer's Report

- Jim reviewed the details of the report, noting that at the halfway point of the year the library is under budget. Facilities, Materials, and Payroll continue to be under budget. The Payroll line reflects unused (as of yet) health care expenses, which is how the self-insurance program works. Cab hopes to relabel some of the insurance lines to indicate FSA versus HRA and such, so that it can be tracked. The drop in Payroll expenses will reflect Scott's departure. Programs line is over budget and there was discussion about encumbered funds and how this line is usually funded.
- Passport processing is busy and still showing earnings. Encumbered funds that have been paid out are reflected in the final page of the report. Funds Report shows a \$2000 check credited to the Grounds Enhancement fund to help pay for the sign. The ratio of funds to budget is still at an ideal range.
- There was discussion about New York Times subscription and Cab explained how group online subscriptions work for the Wall Street Journal for example at a significant discount for the entire town (\$500/year). Megan asked about how the library advertises the various digital subscriptions and Cab explained that there is room for improvement in this area. He suggested monthly newsletters highlighting a subscription service, a mailer, etc. Discussion about publicizing now given the library is "re-opening" more widely as the pandemic season winds down resulted in a general sense of it being a good idea.
- Rosemarie asked about the bricks – she would like a status update and a sale push. Cab noted that it needs to be revisited.

Motion to approve the Treasurer's Report was made by Jane Query, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence and Communication

Jim mentioned that a family in India has been attending Jenn Dawley's FB Live story times and that her 7-year-old was really inspired and decided to write a book! She then learned how to self-publish and the mom sent a lovely note to Jenn acknowledging her for being part of the inspiration.

Cab said Greg Colby is re-instituting department head meetings and soon, the BOS will want occasional highlights submitted from various departments. Cab sees these as opportunities to share the kind of feedback noted above, among other highlights.

Friends of the Library

Michelle shared about movie night and noted sales of refreshments were noticeably light. Yoga has earned over \$3200 for the year which is good given it has been largely on Zoom.

Vendor Fair: The Friends are hoping to have an outdoor event in September. Parking lot will remain open for patrons, and vendors will set up on the lawn and use a nearby parking lot out of the way. So far there are 15 vendors confirmed. Michelle shared some of the other logistical details and the Board gave informal approval to move forward.

Southern NH Library Consortium

Cab said the group met in Atkinson last month.

- The Aspen Discovery layer is the main initiative – it is not fully configured yet, but he suggests the Trustees check it out: **SNHLC.Aspendiscovery.org**
- They also launched a website redesign project – they are currently reviewing the content of every page of the website and reviewing what to keep and remove. They are hoping for a September 1 launch date.
- NH Humanities project is rolling again with 8 other libraries but instead of having the contract extended considering covid delays, the libraries are being asked for a re-application. Updating of the previous application is now underway.

Director's Report

- Cab is including Jen in the Humanities project as she is interested in programming and publicity work. Cab said updated job descriptions and hour-allocations are needed to shift roles among some library staff to meet the needs of the library and to match the talents of current staff. Discussion continued regarding hours allocation between front desk time and other necessary projects that require a quieter space. Cab said the main issue is outlining an edited organizational chart and seeing what hiring needs are at that point. He will return with some ideas.
- Recent annual review with ENE – Cab met with Paul O'Brien to go over any HVAC updates or concerns.
- Capital planning long term – related to the HVAC review, most of the expensive equipment is past life expectancy but that does not preclude it lasting for beyond typical timelines--you just never know. The boiler, for example, could last a long time. The rooftop units are expensive and have already had some compressor failures and leaks so these need to be watched.

Old Business

- Cab shared a draft for the electronic message board policy and procedures. Discussion specifically was about how to incorporate town messaging requests. The Board will review the document and discuss it next time.
- Exchange Club: Jim presented a draft of a note to the Exchange Club about their use of the library building and sign in exchange for a \$1000 contribution. Discussion focused on what should be offered and how to implement these offers.
Jane Query had to leave the meeting and Jim appointed Alternate Trustee Michelle Sykes to serve in her place.
- Trustee Alternates: Board of Selectmen recommendations need to be submitted to be formalized. There was discussion about the process of voting for the library alternates and how many alternates should be approved. The decision was made to add two alternates, which is allowable, as the limit is three.

Motion to nominate Mary Gori as an Alternate to the Board of Trustees to be recommended to the Board of Selectmen was made by Rosemarie Bayek, seconded by Jim Peck. Motion approved: Ayes 5 Opposed, Abstentions 0.

Motion to nominate Max Dobson as an Alternate to the Board of Trustees to be recommended to the Board of Selectmen was made by Jim Peck, seconded by Michelle Sykes. Motion approved Ayes 4, Opposed 1, Abstentions 0.

New Business

Policy for Library Grounds Use draft was distributed to be discussed at the next meeting.

Meeting adjourned: 12:25pm.
Respectfully submitted,

Melissa Theberge