

**Plaistow Public Library  
Board of Trustees Meeting  
August 17, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, August 17, 2021, at 10:30am.

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

Others Present: Michelle Sykes, Alternate  
Mary Gori, Alternate (voting for Jane Query)  
Maxann Dobson, Alternate  
Cab Vinton, Library Director

Not Present: Jane Query

**Call to Order**

Jim called the meeting to order at 10:34 am. Jim appointed Alternate Mary Gori to vote in place of Jane Query.

**Donation from the Plaistow Exchange Club**

Mel Briscoe and Diane Cafiso from the Plaistow Exchange Club presented a \$1,000 check to the Library for the new electronic sign just completed. They gave a brief talk about the events and services provided by the Exchange Club, including Veterans, Senior and Youth programs. The most popular Scarecrow program will be starting soon.

A picture was taken of the acceptance of the check donation.

**Secretary's Report**

Motion to approve the minutes from the regular meeting held on July 13, 2021, was made by Rose Bayek; seconded by Mary Gori. 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.

Facilities: There was a dumpster rented for the deposit of building materials being replaced which has not yet been paid for and not yet on the facilities line.

Materials: Fewer materials have been purchased in recent years, and Cab is to assess types and quantities of materials being added to the collection.

Payroll: The Library self-insurance model is continuing to save a great deal on this line.

Training: Because of the promotions/ change in current staff, training line will most likely be used more in the future.

It was decided that the Library windfall share from Primex rebate in the amount of \$3,715 will remain with the Town.

The Budget Committee has been invited to tour the Library on September 25 at 9:00 am.

Thirteen Playaway Launch Pads have been purchased with the \$1,855 COVID grant money (federal ARPA). A New Hampshire Humanities SHARP grant in the amount of \$19,875 will be divided three ways if the library's application is approved: The stanchions for the story walk will be replaced with sturdier metal ones (\$14,075); Meeting Owl technology for the meeting room which provides 360 degree cameras and microphones (\$1,200); \$4,500 toward the new road sign.

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

### **Correspondence and Communication**

Rosalie Averill sent a thank you note to the Library for the scholarship. The Library had a small goodbye party for her, and may be able to use her services when she is home on summer break next year.

Rose and Michelle have not been contacted about the second Friends scholarship recipient, Cassidy O'Connor. They will contact the school about who should be receiving notification on behalf of the Friends of the Library.

### **Friends of the Library**

Yoga has earned the Friends \$95 for July. A lot of people are on vacation. There will be a last drive-in movie night on Friday. The 50/50 raffle was won by Michelle (in the amount of \$26). There has been positive feedback about the Movie Nights.

The Vendor Fair is to be outside and the Friends are waiting to hear from more of potential vendors to decide how to set up the venue on the Library grounds. The date will be September 18, rain date September 25

### **Southern NH Library Cooperative**

Aspen Discovery Layer training is on-going with all three libraries. The Annual Meeting, postponed from 2020 and May 2021, is scheduled for October.

### **Director's Report**

The new website is scheduled to launch in early September. Staff are busy reviewing, updating, and transferring content from the current site to the new site.

The Aspen discovery layer for the catalog also should be also launched publicly in mid-September, but is currently working. Cab will share a link to the new catalog via email.

Budget time is approaching and the library's Capital Reserve plan needs to be updated.

Staffing:

- Jenn Dawley will become Assistant Director/Children's Librarian. The split will be 25%/75%.

- Raven Gregg will be assisting Jenn Dawley in the Children’s Department, raising her hours to full time 40, with retirement.
- Jen O’Connor will be splitting Programming and Public Relations while continuing some of her front desk duties. She will be qualified for health insurance benefits, but not retirement. She will be working approximately 34 hours per week.

Cab will be working on an equitable schedule for the new positions for existing staff, and there is a possibility of an opening for a part-time person to provide coverage at the front desk now that Sherri Averill has left and Jen O’Connor is assuming other responsibilities.

Cab will also canvass the staff regarding being open two nights a week, hopefully to start in early September.

The Summer Reading Program was again a great success: 80 programs, 1,500 attendees, \$1,100 cash donations and \$5,000 in in-kind donations from local businesses. Most popular with the teens were the kits put together by the staff and handed out to complete offsite. The two petting zoo programs were also extremely popular

#### **Old Business**

The new sign has been completed. There has been good but little feedback from the Town, patrons, etc. Cab shared a draft operating guidelines document with Town Hall and the Board of Selectmen since the library has agreed that the sign should be a resource for the Town as well. He hasn’t heard any suggestions for improvement to date. The Board will wait to formally approve the sign policy and guidelines until after the sign has been in use for a while and Cab has had a chance to speak with Greg Colby and town staff at the next Department Heads meeting.

#### **New Business**

Jane Query sent her resignation as a Trustee to Chair Jim Peck. The Board accepted her resignation with sadness, and all thanked Jane for her time, effort, and support of the Library during her eight-plus years of service as a Trustee and volunteer.

The Board will recommend that Alternate Michelle Sykes be nominated to replace Jane Query on the Board until March voting. Jim will advise the Board of Selectmen of our recommendation.

The next scheduled meeting will be on Tuesday, September 14, 2021 at 10:30 am.

Meeting adjourned at 11:48 pm.

Respectfully submitted,

Jennifer Kiarsis  
Secretary