

**Board of Trustees Meeting
September 14, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, September 14, 2021, at 10:30am.

Present: James Peck, Chair
Megan Lee, Vice Chair
Jennifer Kiarsis, Secretary
Rosemarie Bayek, Treasurer
Michelle Sykes, Friends of the Library, Alternate, voting today
Mary Gori, Alternate

Not Present: Max Dobson, Alternate

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

Call to Order

Jim called the meeting to order at 10:35 am.
Michelle Sykes was appointed to vote today.

Secretary's Report

Motion to accept the minutes from the meeting on August 17, 2021, was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

- Jim presented summaries of the key details, noting that things are in a similar state as last month with the budget remaining well under where it would normally be at this point in the year. Cab added that he has advertised for a front desk position, as well as for a Page position. Jen O'Connor has been added to the health insurance program, but a bill for that will arrive on slight delay because of billing cycles. All these upcoming expenses mean the budget will reflect that in the coming month or two and be closer to a typical balance.
- The funds report reflects three deposits and an increase in passport activity. The sign has not been fully paid for yet so that will be reflected soon. There was discussion about the COVID payment from the state of NH and where it should be reflected in the finances. The Board needs to decide whether it should be added to the general library funds or if it needs to be appropriated differently. Jen noted that there are prior minutes where the usage of the funds was discussed so Cab will review this for guidance.

Motion to accept the Treasurer's report was made by Jenn Kiarsis, seconded by Megan Lee.
Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence and Communication

- Jim shared a thank you note from Rosalie Averill and a resignation letter from Jane Query, long-time Treasurer, and devoted library Trustee.
- Cab shared that a few patrons have shared complimentary comments for the library staff – specifically for Kelli and Raven and how helpful they are.

Friends of the Library Report

- Michelle reported that yoga is less well attended right now, likely due to summer.
- The Craft Fair is Saturday, September 18, 9am-3pm with tents outdoors and a food truck coming. Friday 4-5:30 is tent set-up time for vendors. In the case of rain, vendors will be alerted to postponement and rescheduled for the following week. Right now there are 25 vendors.
- Rosemarie Bayek asked about scholarships – Does the library want to select the scholarship winner themselves? The decision was that it would be discussed at a future meeting.

Southern NH Library Cooperative Report

- The group has been meeting monthly.
- The Atkinson library director is taking a leave for several months, so their staff are doing their best to fill the needs of the library.
- The Aspen discovery layer that replaces the existing catalog will go live at the end of September, but a lot of settings still need to be prepared. The underlying database will be the same for all 3 libraries, but each will have its own individual catalog that can be customized.
- Catalogers may need to get together to standardize processes as this impacts ease of use and consistency of display in the catalog itself. Cab said it might be good to have them meet annually to review practices.
- Annual meeting will be held in October and Cab is confirming the details.

Director's Report

- Department head meeting is being held in town today – Cab will be attending.
- Joint Loss Management committee – Kelli will be attending. Each town is required by law to have this group to go over safety and liability issues.
- Pandemic status: Cab emailed the board with a summary of current covid data locally and in the state. The staff would like to see the current policies continued with slight reductions of capacity. Informally, the Board supports the staff recommendations.
- Sign policy: current policy seems effective and public feedback has been favorable.

Motion to approve the electronic message board policy was made by Jim Peck, seconded by Jenn Kiarsis. Motion approved: Approved 5, Opposed 0, Abstentions 0.

Old Business

- Website – Cab says it's still in progress but moving along.
- NH Humanities SHARP grant – Cab said there were so many applications the notification will be at the end of the month or next month.
- Additional grant -- WWII Japanese interment project draft is due tomorrow. Cab is working with 9 partner towns to prepare this. Final submission is due October 15.

New Business

- Landscaping: Jim would like to see additional landscaping around the sign. Jenn Dawley reached out to a landscape architect. There are 7 areas on the list for upgrading. Jenn Kiarsis would like to see bulbs added in front of the stone wall. Mary asked at what point the Board would seek bids and there was discussion about at what dollar amount bids would be sought out. Cab would like provisional approval for landscaping work and there was informal approval.
- New Page: Cab is recommending a page candidate for hire: Lars Johnson.

Motion to approve the hiring of the recommended page, Lars Johnson, was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

- 2022 Budget + CIP: The town has asked for level-funded budgeting. Cab does not see this as a problem and is preparing to budget with that in mind. The Board gave informal approval for this approach.
- Library Hours: The library is ready to expand hours again, and as of this week the library is open until 7pm on Wednesdays and Thursdays.

Meeting adjourned: 11:43am

Next meeting: October 12, 2021, at 10:30am

Respectfully submitted,

Melissa Theberge