

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

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

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

Not Present, Excused: Max Dobson, Alternate

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

Call to Order

Jim called the meeting to order at 10:32 am.

Secretary's Report

Motion to accept the minutes from the meeting on September 14, 2021, was made by Rosemarie Bayek, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to approve the minutes from the September 25, 2021 special meeting to hire a new page and to meet with some members of the town Budget Committee, was made by Rosemarie Bayek, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

Cab reviewed the recent budgeting report, noting that the landscaping update expenses are coming from operating budget versus perhaps a different line. The new work looks good with the goal being a variety of blooming times throughout the season. Regarding health insurance, there was a staffing change, and the resulting billing cycle is catching up to reflect that. FSA and HRA accounts are a key part of the new insurance program, resulting in low costs at present. There is a rebate involved from Health Trusts (approximately \$6900) that will need some discussion. Utilities are tracking to be under budget, but costs are increasing for natural gas. Passports are still going strong and recovering to previous levels. Funds Report – The key update on this is that the last payment for the sign has been completed.

Motion to approve the Treasurer's Report was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence and Communication

None

Friends of the Library

Michelle reported that yoga is still quieter than last spring, but they are hoping that fall will involve a return of previous attendees. The outdoor vendor fair was a success, earning \$1504 for the Friends group. Feedback was all positive – it was a beautiful day, and the outdoor venue was appealing to guests.

Southern NH Library Cooperative

- The interim director at Kimball will be in place into the new year.
- Cab shared that the new catalog program is good, but some bugs need to be worked out. Overall, it is an improvement to past search methods and content can be more easily found and utilized by patrons.
- The annual meeting was due to happen in October but did not.
- The One Book program is back on the table – NH Humanities had to close the original grant, requiring us to re-apply, which is a significant undertaking given changes that have been added to the process. A decision would need to be made of whether this is worth the enormous workload to apply and follow-up on the additional requirements. The topic is the internment of Japanese Americans in WWII and the book to be used would be *Hotel on the Corner of Bitter and Sweet*. Another author now has a newer book on a similar topic but in non-fiction (*Facing the Mountain* by Daniel James Brown). There is also a graphic novel for teens on this topic that could be utilized (*They Called Us Enemy*) as well as a children's book called *Baseball Saved Us*. Launch is planned for April-May with the author coming to the Timberlane PAC for a presentation.

Director's Report

- NH Humanities – Cab shared that the SHARP grant application for \$20,000 was granted in part. It will be for durable story walk sets for the library and Pollard School, and a Meeting Owl for hybrid presentation. The request also included part of the cost of the road sign, but that portion was not awarded. The award amount is estimated to be \$13,000.
- There still may be a need to staff the remaining uncovered .5 FTE but Cab will be looking at that over time.
- Motion to hire Rachel Martin as a Circulation team member at a rate of \$16/hr was made by Jenn Kiarsis, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Old Business

- Budget – the goal is to propose a flat budget, as requested by the town
- Some lines cannot be level funded based on cost rate increases that are out of the library's control. Maintenance staffing is a high cost and is shared with the town, taking the actual cost decision out of the library's control, but the library is satisfied with the current arrangement for now.
- Health Insurance – medical and dental rates are down a total of 7.7% but the staffing needs are up, creating a near level funded line.
- Primex insurance may or may not change. This is an unknown change for now.
- Cab addressed the salary line overall and how the Director line fits as a percentage. Jim noted that Cab's annual review has yet to be done.
- The main concern with the budget is the possibility of an unfortunately difficult year with the building or health care, etc. There are unknowns that cannot be predicted even with the most careful budget.
- The budget is level funded in its draft form.

Old Business

CIP: Warrant article discussion – should the library put one on the ballot? Cab will look at what the projected needs are to determine if this should be on the ballot. Roof repair or even replacement is on the radar as a near-future need.

New Business

Controversial Programs – Cab has addressed a recent question from someone not from the community and is emphasizing his responsibility to offer programs to all of Plaistow, and not just the majority. He referred to the concept of a “Human Library” where patrons can learn about others.

PACE has a new Chair, Sarah Ommen, who is inviting the library to participate in PACE.

Adjournment 11:44am

Next meeting: Nov 9, 2021, 10:30am

Respectfully submitted,

Melissa Theberge
Minute Taker

DRAFT