

**Board of Trustees Meeting  
January 11, 2022**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, January 11, 2022, at 10:30am.

Present: Megan Lee, Vice Chair  
Jennifer Kiarsis, Secretary (via video)  
Rosemarie Bayek, Treasurer  
Michelle Sykes, Friends of the Library Representative  
Mary Gori, Alternate

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

**Call to Order**

Megan called the meeting to order at 10:33 am. Mary Gori was appointed to vote today.

**Secretary's Report**

Motion to accept the minutes from the meetings on December 14, 2021, and December 28, 2021, was made by Rosemarie Bayek, seconded by Mary Gori. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

- Cab shared a summary estimate for the fiscal year summary of 2021, noting that the library closed the year at \$7 under budget. He indicated it could be returned to the town or apply it to other invoices, which is what was decided. Rosemarie noted the first appropriation check was received from the town. Cab will make sure to clarify where the funds are now located and confirm the balance.
- Related to the Budget Committee, Cab shared that he attended their meeting last week and answered questions about revenue, as well as the savings related to LED lighting and where it is being spent. Cab noted that the budget has remained level-funded for years despite some increased expenses like property liability insurance and explained that the savings from LED lights are being consumed by other lines. He will attend the hearing tonight to make sure he can address any ideas or questions that come up where an explanation would be beneficial.
- Cab noted a \$6400 donation received from an estate with a notation to be spent on books. The amount requires a public hearing for acceptance, to be held next month. Cab is going to talk to the staff about book purchasing ideas in the meantime.
- Cab is working with Patricia to finalize 2021 numbers in conjunction with Rosemarie.
- Funds: Passport income has been put in Special Projects. Funds are currently at 43% of budget – discussions forthcoming about how to spend these monies.

Motion to accept 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 shared that \$305 was collected for yoga from July-December.
- Next meeting is on February 2 to discuss new officers.
- One of the Friends has serious health challenges, and they are supporting her care and looking for ways to help.

### **Southern NH Library Cooperative**

Nothing new to report this month.

### **Director's Report**

- Cab has been working to wrap up 2021 initiatives: year-end report, financials, and other items.
- One major change Cab will have to make to his report is regarding the fixed-price savings on the electrical contract. The projected savings was much higher than the actual savings, which will be much lower, by about half as much (approximately \$4,000 versus \$8,000). While there was no savings in the first two years of the program, there has since been some savings increase, but more modest than projected. The contract ends this coming Fall, 2022, so through this spring and summer, the RPC will come to the participants and see about continuation and expansion, perhaps to include the town. Adding more participants helps the pricing for all.
- Story Walk was snowy, but participants had a wonderful time!
- AARP Tax Aide program will run in February through beginning of April. They will meet with the library to work out how to implement the plan.
- Community Read: Needs to begin soon – scheduled to happen in April (10 towns, 2 high schools, etc.)
- Pandemic Update: Cab is comfortable with the current policy – masks are required for all, and the library is staying open, as staff is comfortable. Compliance has not been a concern to date. The state has revised their guidelines to follow CDC. The Board agrees informally that the current library approach is appropriate.

### **Old Business**

- Budget Surplus: Based on information Cab received before year's end, the carpeting/flooring project was projected at \$14,000. This amount was encumbered but the quote came back at an inexact match. Decisions need to be made about the scope and nature of the carpeting replacement to possibly include a tile project for another portion of the library.
- Scholarship Update: Rosemarie needs to call the school. Cab will reach out to TRHS to move things along since she will be out of town for a while.
- Filing Period for March Ballot: Filing begins January 19<sup>th</sup>. Megan will run for the 3-year seat with other members running for the terms they currently hold.

### **New Business**

- Employee Handbook Review: Cab feels rather good about the handbook so far. Jenn offered to work on a simple review of it and Megan will assist. Cab suggested making it a goal to complete over the year, reviewing and revising a quarter of it each quarter of 2022.
- Action List: Megan suggested a review of projects to see where things stand. Much of the Action List is complete and Jenn is happy to pick this up again.
- Trustee Projects: Megan suggested revisiting this and asked the Board to consider what interests them.

- Strategic Plan: Cab noted these are usually valid and useful for several years. For now, Cab will share it with the Board, but he will also review it and return to the Board with thoughts on what the current priorities stand.
- Candidates Night: Rose asked about this. Jenn will get the flyers prepared and Cab will talk to the town about exactly how, when, and where to implement it. The Board is looking at February 22.

Adjournment: 11:55am

Next meeting: February 8, 2022

Respectfully submitted,

Melissa Theberge, Minute Taker

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