

**Board of Trustees Meeting
February 8, 2022**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, February 8, 2022, at 10:30am.

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

Not Present, Excused: Rosemarie Bayek, Treasurer

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.

Public Hearing:

Megan opened the Public Hearing, stating that the purpose of the hearing is to accept funds exceeding \$5,000, pursuant to RSA 202-A:4-c. She explained that the hearing is about accepting a restricted donation from the estate of Beverly Scott, in the amount of \$6393.74. The donation must be used to purchase books.

Megan invited public comment.

Michelle asked about if there were any book category requests or restrictions, and Cab said there are no specific notes other than the informal knowledge that Beverly liked mystery books. Cab suggested working through the purchases with Patricia (the bookkeeper) to make the purchases.

With no further questions or comments, the Chair closed the Public Hearing at 10:37am.

Motion to accept the donation was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Secretary's Report

Motion to accept the minutes from the meeting on January 11, 2022, was made by Mary Gori, seconded by Jenn Kiarsis. Motion approved: Ayes 4, Opposed 0, Abstention 0.

Treasurer's Report

- Cab shared that the bottom line is about \$12,000 under budget but it's very early in the year still. The electric, health, and dental expenses are a little behind the bookkeeping for the report, but when paid out the budget will come into closer balance.
- Funds Report– Money Market has small interest gains, plus the donation voted on today is reflected in the report. Jenn asked if there would be a separate line for the new donation. Cab said it might make sense to do that, but it might also increase paperwork, but he will ask Patricia to see if it's worth creating a new fund for this donation at TD Bank, if the intent is to make all the purchases this year. Jenn would like to set the fund up separately to begin better

documentation of funds. Mary agreed. The Board informally decided to add an account and Megan will go to TD Bank and ask about the process.

Motion to accept the Treasurer's report was made by Michelle Sykes, seconded by Mary Gori. Motion approved: Ayes 4, Opposed 0, Abstention 0.

Correspondence and Communication

A patron wrote in to appreciate the staff, specifically Raven.

Friends of the Library

- The meeting last month was cancelled due to illnesses and rescheduled to later this month.
- Yoga is still earning.
- The scholarship paperwork was completed and sent to the school.
- Basket drawing will be on February 11th.
- Cab added that both the Friends and the Library received the requests for payment from last year's scholarship (Rosalie Averill and Cassidy O'Connor), and he added that the library's paperwork has been submitted as well for the coming spring scholarship night.

Southern NH Library Cooperative

- Cab reported that the Director at Kimball has returned on a part-time basis.
- The next major event is the community read project scheduled for April – May.
- Annual meeting of the cooperative board is due to happen in May but there is no set date. Cab would like to get that ball rolling now so it's on the calendar.
- New catalog is going well, with just minor issues. One of these is that there are no images for the movie covers but it's a small detail in a big project.

Director's Report

- Cab shared local Covid data and noted that it's generally going down, which was expected. He said computer limits of one hour are now being questioned more, so there may be areas to roll back limitations soon. For now, Cab is responding to the staff feedback on this and will revisit in a few weeks. Mary asked about masks and how long they will be part of protocol? Cab said it will be discussed at an upcoming staff meeting and asked for Board input. Jenn asked for the staff input to be the priority since they are face-to-face with the public.
- Cab has been working a lot of hours on the One Book program and he needs support. Jenn asked for ways the Board can help lighten the load.

Old Business

- Candidate's Night: Cab said they are still awaiting replies from several candidates so event planning can proceed.
- Alternate positions: Megan asked Mary Gori if she wishes to continue in this role and seek appointment by the Board of Selectmen. She is interested in continuing so Jenn will write a letter. Megan asked if it's a good idea to seek more alternates and there was discussion about approaching people after the election in March.
- Employee Handbook: Megan said she needs more time to review the first segment and the group will report back with questions.
- Action List Update:
Candidate's Night project – Done

Town Report work – Done
Scholarship follow up – Done
Memorial contribution public hearing – Done
Future projects for memorial funds – Cab said this is in progress, and research on memorial fund info needs to be referenced.
Materials to be purchased – in progress
Quote for tile in bathroom – in progress
Employee handbook – in progress
Technology plan – in progress but Cab is unsure of the purpose of this kind of action item, the topic will be revisited next month.
Trustee goals – revisit these for future months after elections
Digital town report – in progress, but the former town manager had hired someone who is no longer employed by the town. Cab will ask others at the town level to see if there are updates.
Electric car charging station – generally on hold, slow moving project with new leads needed, and more questions than answers right now. (low priority)

Jenn suggested editing out “finished” projects at the bottom of her list.

New Business

Landscaping clean-up – Jen (Assistant Director) has taken the lead on coordinating this with contractors for several projects, from outdoor grounds to indoor carpeting.

Meeting adjourned at 11:50am.

Date change for election: Next meeting on Tuesday, March 15 at 10:30am

Respectfully submitted,

Melissa Theberge