

**Board of Trustees Meeting
March 15, 2022**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, March 15, 2022, at 10:30am.

Present: Megan Lee, Vice Chair
Jennifer Kiarsis, Secretary (via video)
Rosemarie Bayek, Treasure
Melissa Theberge
Mary Gori, Alternate (voting today)

Not Present, Excused: Michelle Sykes

Others Present: Cab Vinton, Library Director

Call to Order

Megan called the meeting to order at 10:35 am.

Election of Officers

Jenn will write a letter to the Board of Selectmen to appoint Mary Gori for the coming year so that her appointment as Alternate is in sync with the remainder of the Board with a March start. The Board can also appoint two more Alternates when necessary.

Mary Gori was appointed to vote in Michelle Sykes' absence today. The group then discussed the slate of officers for the coming year.

Rosemarie Bayek made a motion to nominate the following slate of officers: Megan Lee for Chair, Melissa Theberge for Vice Chair, Rosemarie Bayek for Treasurer, and Jennifer Kiarsis for Secretary, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Secretary's Report

There was discussion about replacing the Minute Taker position at the current rate of \$150 per month, with a decision to seek Board referrals first and then post the position if necessary.

Motion to approve the minutes from the meeting on February 8, 2022, was made by Jenn Kiarsis, seconded by Mary Gori. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report + Financial Analysis

Cab shared that lines related to building expenses are over budget by about \$2,000 total, but it's early in the year yet so not a significant concern.

Money Market funds: There was a transfer from Special Projects of \$13,000 which appears on the report because of an accounting transfer from one line to another. This keeps the library funds at 42% of operating budget which is inside the target range of 35%-45%. Cab has met with Megan about how best to handle bookkeeping for the Scott donation of \$6400. The Board agreed with the accountant's recommendation to track the revenue and expenditures in QuickBooks instead of opening a new account at TD Bank. This will be set up by next meeting. The donation will have been spent down on books by summertime, so this is the most efficient plan.

Motion to accept the Treasurer's Report was made by Jenn Kiarsis, seconded by Mary Gori.
Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence and Communication

Cab said the annual town audit materials have been completed and the auditors had no follow up questions, which is good news.

Friends of the Library

Mary spoke on behalf of the Friends. She said they are working on the upcoming Plant Sale, new fundraising ideas, by-law review, and officer elections. Next meeting is coming soon.

Southern NH Cooperative

- Cab said there is no new news as they have not all met in a while.
- The Cooperative will meet the week of March 28.
- They are still working on the NH Humanities Grant regarding the internment of Japanese Americans during World War II. There are over 35 events scheduled between the 10 libraries involved. Cab is leading the project in managing the grant.
- Scheduling an Annual Meeting will come up at an upcoming Directors' meeting. This may be an opportunity to exchange ideas, but the current Board is already informed monthly by Cab and doesn't feel strongly that this be scheduled unless it is needed.

Director's Report

Cab will be on vacation during the week of March 21.

Wage Adjustments: Cab offered a reflection on inflation and how wages are set and bonuses given. He's suggesting a mid-year COLA and would like the Board to consider this.

Old Business

Employee Handbook Review: Cab explained a few of his recommended edits, including wording around background checks for volunteers. Megan asked about volunteer policy and the Board agreed to develop a Volunteer Policy this summer. Wording ideas for consistency (the terms "telecommuting" and "remotely" for example) was discussed as being important but that Cab could take care of that small detail after the meeting. Melissa asked about the breastfeeding section and asked for removal of a firm end date since not all mothers are definitively done with breastfeeding at 12 months. The group decided to work on that segment more and come back to that next month. Cab's goal is to confirm that mandated legal policies are included without adding too many details that feel like micromanagement.

Motion to accept the handbook changes presented to the Board, with small edits to come in the telecommuting section for consistency in terminology, was made by Jenn Kiarsis, and Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Action List (only items in progress)

- Cab will send next part of the Employee Handbook for future meeting + nursing mother section.
- Effort to look for additional Trustee Alternates to come in future months.
- RPC Cooperative—the aggregate electricity purchase contract expires in the fall. Cab will know more once they contact him for the year. To be discussed again in June.
- Discuss future projects for memorial funds – keeping on action list for later.

- Trustee goals – no time component on these. Megan has ideas in progress for outdoor playscapes. Cab to talk to other libraries for additional ideas.
- Digitizing town reports – Cab will talk to Dean at some point.

New Business

Primex Insurance: Information on charges have not come from the town despite requests. Additionally, Primex cannot communicate with PPL directly in the current arrangement. But given the unclear data and charges coming from the town, the Board discussed sending a letter to the Board of Selectmen. The Board would like to have clear data on what portion of the town bill is attributed to the library and how Primex calculates its share. Cab and Jenn will work on a letter to be sent to the town and the entire Board will sign it.

Next meeting: Tuesday, April 12 at 10:30am

Adjournment: 11:55am

Respectfully submitted,

Melissa Theberge