

**Board of Trustees Meeting
April 12, 2022**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, April 12, 2022, at 10:30am.

Present: Megan Lee, Chair
Melissa Theberge, Vice Chair
Rosemarie Bayek, Treasurer
Michelle Sykes
Not Present, Excused: Jennifer Kiarsis, Secretary
Mary Gori, Alternate
Others Present: Cab Vinton, Library Director

Call to Order

Megan called the meeting to order at 10:37 am.

Secretary's Report

Motion to approve the minutes from the meeting on March 15, 2022, was made by Michelle Sykes, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Treasurer's Report + Financial Analysis

Cab shared that in looking at the bottom line the library is under budget by \$10,000 but there are several reasons. For example, the Beverly Scott estate donation of \$6393 was moved to the Operating Budget. The entire donation has now been used. In regard to specific lines, the current budget shows the library is over on building, due to repairs early in the year. Because the Overdrive account is usually prepaid in December, this year's payment in January impacts the current budget. Payroll is under budget overall. Retirement appears to be more under budget than expected so Cab will review that. Programs are slightly over budget due to a strong activity level so far this year. When help is needed in this area, Cab will reach out to the Friends. Utilities are a little under budget right now – gas pricing is 40% higher than last year but our needs are down right now so it's not making a substantial impact on the budget. He's looking at aggregate purchasing for gas just to be prepared and to consider cost savings.

The Money Market Fund report is as expected with nominal interest additions and a total that is 42% of the overall budget. There is a note added about the transfer of Beverly Scott estate funds from the Special Projects Fund over to the general budget.

Motion to accept the Treasurer Report was made by Melissa Theberge, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Correspondence and Communication

- Mary Doody's family donated \$50 in her memory with no specific request for use.
- The letter from the Board of Trustees to the Town about Primex discrepancy and information sharing was sent after the last meeting. Rosemarie spoke with the Town Manager directly while at the Town Hall and is following up with him again next week regarding a response to the letter.
- Cab talked about the email shift PPL made to Google a few years ago. The library needs to consider migrating away from Google due to the discontinuation of their free plan. It would cost

\$720 annually to continue as currently set (\$6 per account per month). Cab will look into other rate options the library could possibly access.

Friends of the Library

Yoga attendance has decreased with the online format. Michelle says she won't be reporting yoga funds anymore as the instructor is not earning the \$50 minimum. The instructor does not wish to return to the in-person format. Cab asked if we could understand more about her hesitation to possibly help make things workable again for her. Raffle basket is currently on display at the desk. Next meeting is in about two weeks.

Southern NH Library Cooperative

- Megan asked about maintaining this check-in on this topic. Cab thinks yes, though there has been little to report, because activity may increase in coming months. An annual meeting is still not in the works until the Trustee groups perhaps see the need to request one.
- NH Humanities program: Bitter Injustice. The first few events have taken place, running through May 24. The site www.bitterinjustice.wordpress.com includes the 40+ events going on statewide. Cab is still managing the bulk of the administrative processes. Cab noted one programming example: Newmarket library is doing a Bystander Intervention program to teach people how to respond as an observer and what steps can be taken. There are book discussions coming up. On May 16 the author is coming to the PAC. On May 11 will be Dr. David Sakura visiting PPL-- he was in one of the Japanese Internment camps and shares his personal experience. Melissa asked if FB events have been set up for these to encourage social media sharing and spreading of the news. There are multiple keystone events that would ideally be widely advertised both locally and state-wide.
- Cab is still encouraging universal cataloguing systems across libraries.

Director's Report

- Carpeting and flooring projects have begun, including carpet in the Nelson room and retiling of floors in the main bathrooms and Children's bathroom. Most of the carpet and tile work will take place the week of April 25th, with Nelson Room being done on April 29th. At least one bathroom will be available at any time. Nelson Room painting has been done and looks great. Cab says Rachel Martin has some expertise in design and will offer some of her input.
- Brush clearing out back has been done to neaten up the edges. This will be an addition to Facilities costs this year.
- Cab reported that there are bats in the building that need management – Cab has received quotes for management of this, including repair/blocking of entry points to facilitate their exit in springtime after dormancy, but prevent their re-entry. Cost will be in the range of \$2500. Jen Dawley in her role as Assistant Director will be heading up this project. This also will impact the Facilities line on the budget.
- HVAC review: ENE of NH found some issues; we have 20 VAVs to repair which are units that push air to the library zones. This costs approximately \$2000 to repair. Cab spoke with his contact there and indicated that the equipment itself is fine, it's best to just replace items in kind versus upgrading to new equipment which would be far more costly. Cab meets with ENE annually to review status and budget and to make sure the big picture info is known. Next Tuesday afternoon (4/19) at 2:30.
- New rep from TD Bank will be here Tuesday April 19 to review account management. Cab would like to discuss how to better manage the Money Market funds to possibly earn better interest.

- Selectman appointed Mary Gori as alternate for another 12 months. She just needs to go to Town Hall to be sworn in. Megan will email and let her know and what to do.
- Minute Taker position – no takers yet so Cab will post in more places with a front desk flyer, pinned on the FB page, posted to community page, added to community display, and seek referrals individually. Melissa suggested considering asking a parent to take minutes when a program is going on concurrently which would allow for meaningful supervision while the meeting is happening. Cab will check with Jenn for suggestions.
- Cab will send the next sections of the Employee Handbook to begin review.
- Summer reading program is coming up – Jen has a lot of planning already going on.
- Pages for summer: Current pages have busy schedules, so he'd like to see about adding new pages to train soon.
- Staffing: Cab explained that there is a bit of under-staffing. Cathy Willis told Cab about a possible candidate for an administrative assistant role alongside Cab to allow for delegation of certain tasks. Melissa offered to talk to him more about what this might look like and how to consider framing it. This is not the highest priority but it's on the radar.

Old Business

- Motion to accept the updates to the Nursing Mothers section of the Employee Handbook was made by Rosemarie Bayek, seconded by Melissa Theberge. Motion approved: Ayes 4, Opposed 0, Abstentions 0.
- Action List: Cab added the details to a Google sheet and will share with the group. Current topics on the list that were not already covered elsewhere in the meeting:
 - Electricity cooperative purchase – still in progress
 - Trustee Alternate candidates – still in progress
 - Digitizing town reports – still in progress
 - Future projects for memorial funds – still in progress
 - Outdoor garden space in the front of the library was discussed. Melissa shared ideas from other libraries she has seen that have educational pollinator gardens with informational displays/labels. Megan is still interested in a playscape and Rose suggested UNH Extension office as a resource. Melissa will gather info about this to share with the Board. Cab suggested reaching out to the town's Conservation Commission as well.
- Scholarship process: Melissa will reach out to TRHS to get a clear timeline of the process.
 - Motion to select Nora Theberge as recipient of the 2021-2022 PPL Scholarship was made by Megan Lee, seconded by Rosemarie Bayek. Motion approved: Ayes 3, Opposed 0, Abstention 1 (Theberge).

New Business

- A staff review meeting specific to Director Cab Vinton was scheduled for May 3, 10:30am.
- May 10 is the Trustee Conference – Megan and Melissa plan to attend, which will push the next Trustee meeting out to the June date of June 14, 10:30am.
- COLA: Cab shared his research and explanation for the adjustment he would like to offer staff and how he arrived at the numbers. Generally, our process is the Board sets the terms, benefit, and wage for any library position, in accordance with state laws. Then after hiring, the Director decides about ongoing changes to compensation.

- The Board informally approved Cab's plan for Cost of Living Adjustments for staff and he will send along the detailed info to the Board for reference.

Adjournment: 12:25pm.

Next meeting June 14, 2022. 10:30am

Respectfully submitted,

Melissa Theberge

DRAFT