

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 14, 2022**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, June 14, 2022 at 10:30am.

Present: Megan Lee, Chair
Melissa Theberge, Vice Chair
Rosemarie Bayek, Treasurer
Jennifer Kiarsis, Secretary
Michelle Sykes, Trustee at Large
Mary Gori, Alternate

Others Present: Cab Vinton, Library Director
Dennis Lupi

Call to Order

Meeting was called to order at 10:33 am.

Secretary's Report

Motion to approve the minutes from the meeting on April 12, 2022, was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to approve minutes from the meeting on May 3, 2022 was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved with amended date: Ayes 5, Opposed 0, Abstentions 0.

Public Comment

The Board discussed a potential donation to the library from the estate of a town resident.

Treasurer's Report + Financial Analysis

Budget vs Actual, January through May: Cab reported that overall, the library is about 5% under budget. The amount listed under the liability line will be spent on the HVAC project which requires a \$1000.00 deductible. The Health Insurance line reflects 4 payments instead of 5 which is close to the budget. Electric also reflects 4 payments instead of 5. Keeping this in mind, through the month of May, the budget remains approximately \$8000 under. This is due to savings on the salary line and as well as the health insurance lines which are generally under due to the partial self-insurance plan that is in place. Passport income is back to pre-pandemic status which is roughly \$10,000 in revenue depending on postage costs.

The Money Market Fund report is as expected with nominal interest for April and May, remaining in the target zone in terms of the total balance relative to the budget.

Motion to approve the Treasurer Report was made by Jennifer Kiarsis, seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence and Communication

Cab explained that Google allows reviews of any public business including the library and shared with the Board a very nice review that was left regarding the library.

Friends of the Library

Michelle reported the plant sale raised approximately \$1200 and Jenn D. will provide input on what is needed for the summer reading program. Friends will participate in Old Home Day offering water and a scratch ticket raffle. The raffle will be brought back to the library for a couple of weeks prior to the drawing. Final figures for the plant sale and the raffle will be presented at the next meeting of the Friends in July. New officers were elected: President - Dot Ketchum, Vice President - Mary Gori, Treasurer - Jeanne LeBlanc, Secretary - Mary Corsetto, Hospitality - Kathy Wright with Georgia Pane as support. The Friends are sponsoring a new museum pass to Bedrock Gardens.

Southern New Hampshire Library Cooperative Report

Cab reported there is no news from the Co Op but added that Sandown has a new music garden with outdoor musical instruments children can play.

NH Humanities Grant project wrapped up. The final program was May 24th. Cab reported it went well, the main public events were incredible. Dr. Sakura spoke here. A video of his presentation at the High School was made and is available on the High School Vimeo page. The other big event was the author, Jamie Ford. A conversation between Mr. Ford and a professor was also videotaped and is available on the High School Vimeo site. There was a total of 40 programs locally and in the Lakes region. The final report is in progress.

Director's Report

The American Library Association has a Friends and Trustees section. Friends and Trustees throughout the state have access to it. The national conference is happening this month and there are 3 days of programming. Anyone can register at no charge and once registered there is on demand access. Cab will forward the link.

Last year we reached out to the Budget Committee and offered an educational session which included a presentation on how library budgeting works, how it is the same and how it differs from budgeting for the rest of the town. It went well and Cab asked if the Board would like to do something similar this year. Rosemarie inquired if the Board should send a letter to the Budget Committee asking if they would like one or two Trustees to come to one of their meetings. This is an educational opportunity for the Committee as well as those who watch the meetings, since it is also televised. Jenn will draft a letter and forward it to Megan and Melissa who will send it to the Budget Committee.

Health Insurance- we are in year 4 of the partially self-insured model which has resulted in an average of \$30,000 annual savings, a clear financial success.

The Summer Reading program is about to launch and it will be very busy at the library. Programs for children and adults with prizes as well.

First Drive-In Movie was held on June 10th and was a great success.

Old Business

Employee Handbook: Cab provided changes to Trustees for review. Jenn provided feedback on Section F: Dependent Care Assistance is ok. Medical Expense Reimbursement is listed as the title but in the

paragraph, it was changed to Health Reimbursement Arrangement (HRA), suggesting a change in title. Life Insurance: also includes AD&D, should this be added to the title, Cab agreed that this makes sense. Life Insurance will be offered to anyone working 20 hours or more. Cab explained there are two types of life insurance offered: Guaranteed Issue means as long as you are eligible you automatically get it; this is limited to \$10,000. The other type is 1.5 times your salary and requires underwriting. Workers Compensation: PTO accrual would not continue; details were listed below. Suggested the addition to the handbook that “carryover of PTO should be consistent with the PTO policy”.

Section G: The consensus was to leave the FMLA section as is instead of using an abbreviated version.

Motion to accept the changes to Life Insurance benefit section for 20-30 hours to a Guaranteed Issue of \$10,000 and employees over 30 hours at 1.5 times salary and in regard to Disability, change employee hours from 40 to 30 and above was made by Jennifer Kiarsis, seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept the changes in Section F of the Employee Handbook was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion was approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept the changes in Section G of the Employee Handbook was made by Megan Lee, seconded by Jenn Kiarsis. Motion was approved: Ayes 5, Opposed 0, Abstentions 0.

Action List

- Handbook - update next sections, H, I, J for next quarter. Due in 3 months.
- Rockingham Planning Commission - Cab will attend in person June 15th, this is on the electricity aggregation project.
- Trustee Alternates - room for two more on the Board, still in progress.
- Digitizing town reports - still in progress.
- Future projects for memorial funds - Cab will share a list of ideas.
- New item: Primex meeting to take place with Megan, Jen, and Greg Colby, Town Manager.

New Business

Page Positions - Nora Theberge has graduated and has limited availability through the summer and will be leaving in the Fall. The other page will be out of town 3-4 weeks. Staff recommend returning to 3 pages on staff. Two were interviewed and the consensus recommendation is to hire Owen Lee and Kai Hall.

Motion made to hire two pages, Owen Lee and Kai Hall, at an hourly rate of \$11.25, by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion was approved: Ayes 4, Opposed 0, Abstentions 1 (Lee).

Other Business

Melissa reported that only one scholarship was awarded at Timberlane on Scholarship night. It was the library scholarship. The library chose the in-house recipient. The Friends scholarship was not awarded. Michelle explained that Timberlane was supposed to choose the recipient for the Friends and that she received an email indicating receipt of the application via email. Michelle will follow up with the point person at the high school for a retroactive distribution.

Jennifer Kiarsis requested the Board forward their email, addresses, and telephone numbers for the Trustee spreadsheet.

Meeting adjourned at 12:23 pm.

Next meeting: July 12, 2022 at 10:30am

Respectfully submitted,

Mary Corsetto
Minute Taker