

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 12, 2022**

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

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

Others Present: Cab Vinton, Library Director  
Mary Corsetto, Minute Taker

**Call to Order**

The Chair called the meeting to order at 10:30 am. The Chair appointed Alternate Mary Gori in place of Jennifer Kiarsis.

**Public Hearing**

Megan opened the Public Hearing at 10:35 am, 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 to accept a restricted donation from the estate of Beverly Scott, in the amount of \$47,123.36. The donation must be used for the benefit of the library.

Megan invited public comment.

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

Motion to accept a donation of \$47,123.36 from the estate of Beverly Scott was made by Rosemarie Bayek, seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Secretary's Report**

Motion to approve the minutes from the meeting on June 14, 2022, was made by Mary Gori, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report + Financial Analysis**

Budget vs Actual, January through June: Cab reported that overall, the library is about 4% under budget. HVAC repairs are complete. Waiting for the invoices before submitting to Primex (insurer).

The Money Market Fund report reflects the deposit of \$47,123.36 from the Beverly Scott Estate. The library is over the target zone in terms of the total balance relative to the budget. Totals of what would need to be spent within the next year to achieve a specific target range were added to the report. The

Action List is available to the Board members online. It includes a number of possible projects that would both benefit the library and help move the total balance back into the target zone. The Grounds Enhancement line reflects overdue brush clean up around the perimeter of the grounds.

The Town forgot to issue the 3<sup>rd</sup> quarter deposit check resulting in inadequate funds to cover payroll. The Treasurer will issue a deposit reminder to the town the first Tuesday of every 3<sup>rd</sup> month.

Motion to approve the Treasurer's Report was made by Michelle Sykes, seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

### **Correspondence and Communication**

Cab shared that prior to elementary students leaving for summer vacation, Jenn D. had been engaging in remote learning with them. At the close of the school year the students sent Jenn D. several books expressing very nice sentiments.

A patron would like to donate \$1000.00 to enhance the science fiction collection (specifically with works by Larry Niven). Cab will research the details. Discussions are ongoing.

Cab shared a reminder that the NH Library Trust Association sends Trustees emails with news, tidbits and ideas. The library pays for this membership.

### **Friends of the Library**

Michelle reported that the next Friends meeting will be July 19<sup>th</sup> with a specific focus on the upcoming Craft Fair. Jeanne LeBlanc will send a SAVE THE DATE email to previous vendors and applications will follow. The fair will be held outside September 19<sup>th</sup> with a rain date of September 24<sup>th</sup>. It was also reported that money has been set aside for Jenn D.'s Summer Reading programs.

### **Southern New Hampshire Library Cooperative Report**

The Kimi Nichols Center continues to provide an extremely valuable service transferring materials between the three Coop libraries. Cab has asked the Kimball Library Director to reach out to them again to express our gratitude and see if they have any unmet needs the Coop might be able to help with.

The library software, Koha, is due for a semi-annual upgrade. Cab is seeking to enhance the information printed on the checkout slip so that it shows each patron's current year-to-date savings as well as just the value of all current checkouts. He is also working to include the same information in Aspen, the public facing software, so patrons have access to it there as well.

The Sandown Public Library music garden is basically complete. This may be an option to consider for the library.

### **Director's Report**

Cab discussed that COVID remains on the radar as it dictates policy regarding capacity and use of library spaces. No immediate changes are planned but it is something for Board to continuing thinking about.

Cab attended the Selectman's meeting July 11<sup>th</sup> which included the Rockingham Planning Commission as well as the company contracted with for the aggregate electricity purchasing agreement. Our contract expires in October and a commitment is needed by August 5<sup>th</sup>. There are numerous alternatives

available. The Selectmen and the town are also working on this. The library can join the new contract, opt out entirely, or follow whatever option the town chooses. Cab volunteered to monitor this and update the board. There was consensus among board members for the Director to authorize the library decision.

The two new Pages have started at the library.

Building Issues – The roof top unit was repaired following the thunderstorm damage in May. As noted previously the library is waiting on the invoices to submit to the insurance company. The only charge should be the deductible of \$1000.

The fire suppression system was inspected 3 months ago and deficiencies were noted. Cab has attempted to contact the company since then and received a call back from the head of the company recently. Staffing issues have led to delays in addressing the deficiencies. Cab clarified the need to communicate. The company had been unable to complete the required testing due to a leak. They also plan to take a sample of the sprinkler heads (8) for testing. The cost will be \$1800.00.

Grounds - Cab reported that the landscaping of the curbs/beds have not been up to standard. Jenn D. continues to be in communication with the company. Personnel issues may be part of the problem here as well.

Budget Committee letter - 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. An offer to attend one of their meetings or to have the Budget Committee come to the library will be extended. Jenn K. will draft a letter and forward it to Megan and Melissa who will send it to the Budget Committee.

## **Old Business**

### **Action List**

- Handbook - update next sections, H, I, J for next quarter. Due in 3 months. Cab to send to Board.
- Rockingham Planning Commission (electricity aggregation project) - Cab will attend the next Selectmen's meeting.
- Trustee Alternates - room for two more on the Board, still in progress.
- Digitizing town reports – State Library is working with UNH to digitize numerous reports; the project is shrinking. Cab will review and provide an update on where the gaps are now.
- Future projects for memorial funds – this is now a tab on the Action List spreadsheet. Megan to meet with Jenn D. after summer reading program is completed. Melissa recommended that the library engage in a more formal process for determining priorities. Cab will review our Strategic Plan in light of this, consult with library staff, and share some ideas on process with the Board.
- Primex meeting with the Town Manager took place with Megan and Melissa in attendance. It was explained to them that the overcharge was a one-time mistake and the \$6,600 could not be awarded back. A letter will be drafted requesting consideration of the return of funds if at the end of the year there is extra money. The Chair will send the letter.

## **New Business**

NHLTA Conference – tabled to next meeting.

Meeting adjourned at 12:23 pm.  
Next meeting: August 23, 2022 at 10:30 am

Respectfully submitted,

Mary Corsetto  
Minute Taker

DRAFT