

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 23, 2022**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, August 23, 2022 at 10:30am.

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

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

Call to Order

Meeting was called to order at 10:30 am. The Chair appointed Alternate Mary Gori in place of Rosemarie Bayek.

Secretary's Report

Motion to approve the minutes from the meeting of July 12, 2022, was made by Melissa Theberge, seconded by Mary Gori. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Treasurer's Report + Financial Analysis

Budget vs Actual, January through July 2022: Cab reported that overall, the library remains slightly under budget. (Jenn Kiarsis arrived during this part of the Agenda.)

The Money Market Fund report reflects no activity in the Memorial Fund. There is a total of \$52.21 in interest due to the increase in rates. For the library funds, some of the amounts were switched accidentally and deposited into the wrong account. Eight hundred of the \$887.00 for Fines should have been reflected in Special Projects. Transfers to correct this occurred in August so it is not reflected on the July report.

Library is slightly over the target zone in terms of the total balance relative to the budget. Cab has begun discussions with the staff regarding ideas for projects which will be presented to the Trustees and Friends. The library has been paying the extra costs of the special second day air mailers from the post office for passport transactions. This is the reason why Postage is so high and over budget.

A Budget related item for the Trustees to keep in mind is the town's Capital Improvement Program Committee, who has requested we update the library's current Capital Improvement information. This has a budget impact because this is where we would be telling them the library is planning on putting in a request for the library's capital reserve fund.

Cab has updated the plan as requested and will send a copy to the Trustees for review. Cab will add the warrant article to the Action Plan with a draft target date of November.

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

Correspondence and Communication

Cab shared that a patron expressed concerns about mulch catching fire at a medical facility in Derry. Cab reached out to the Fire Chief who did a walk around with Cab and Jenn D. The Chief indicated that the mulch was fine but in the fall should leaves blow and stay around the building they should be removed. Cab reported PACE met at the library last week and he was invited to do a 15-minute talk to members regarding the library and how it may be relevant to the business community. Cab shared a copy of the article that appeared in the Eagle Tribune a few weeks ago about Jenn D. and the children's programs. He also forwarded the article to all of the selectmen. Cab will send a copy to the Budget Committee as well.

Cab shared that the Budget Committee has requested a draft budget. There is a new contact at Town Hall who is guiding the departments through the process and the official format for the budget has been received. We will be able to provide a provisional budget next month due to energy costs, health insurance etc.

Cab emailed the membership coordinator for the Library Trustee association to ensure that all the trustees were on the email list. Trustees have not received any correspondence as of this date and it is unclear if any was sent.

Friends of the Library

Michelle reported the last movie night was this past Friday. Proceeds from the candy/water sale totaled \$41.00. The next Friends meeting will be later today with a specific focus on the upcoming Craft Fair. All vendors will be located outside.

Southern New Hampshire Library Cooperative Report

Cab reported members are working on updating the brochures for the Library Co-op. Once a draft is complete he will send a copy to the Trustees.

Director's Report

Cab discussed that the Town opted not to join the electricity group purchase through the Rockingham Planning Commission. We will follow the town's lead. As of this time we are scheduled to revert back to standard billing through Unitil in November, which will be a huge increase.

Cab received follow up from Carter Sprinkler. Good news is Jim DeBonis can do this work. Cab to reach out to the Fire Chief to confirm the scope and determine the seriousness of the deficiency reported on the annual test report.

Next month we can vote on updating the third section of the employee handbook. Cab will send the latest drafts to members.

Old Business

Action List

- Handbook - update next sections, H, I, J for next quarter. Due in 3 months. Cab to send latest drafts to Board.
- 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 etc. 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. Cab will review the list with library staff.
- Budget Committee letter – not sent as of this date as the Budget Committee did not have a meeting scheduled. Jenn K. will review the draft which outlines the offer for Trustees to attend the Budget Committee or offering to have the Budget Committee attend the Trustee meeting, and send to Megan and Cab for review.
- Primex - a letter will be drafted requesting consideration of the return of funds if at the end of the year if there is extra money. We would appreciate the return of the \$6,600 overcharge. The Chair will send the letter as a reminder.

New Business

1. Shark Dissection – A request was made by a homeschooling group for middle and elementary school-aged children to participate in shark dissection in the library meeting space on November 2nd. The kits are intended for older children according to the manufacturer. Accordingly, Cab is planning to deny the request.
2. NHLTA Conference – Tabled to next meeting.
3. Future Meeting Time – The Board decided to move the monthly Trustee meeting to the second Wednesday of the month at 10:30 am. Cab to update website, sign on door and the town.

Other Business

Megan shared that many of the members are new and requested that the Board meet to review/refresh responsibilities. It was suggested that instead of a separate meeting this item be added to the agenda of an existing meeting.

Jenn K. requested members review and return the performance review form for Cab.

Meeting adjourned at 11:37 am.

Next meeting: September 14, 2022 at 10:30am

Respectfully submitted,

Mary Corsetto
Minute Taker