

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

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

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

Excused: Cab Vinton, Library Director

Others Present: Jennifer Dawley, Assistant Director  
Mary Corsetto, Minute Taker

**Call to Order**

Meeting was called to order at 10:35 am.

**Secretary's Report**

Motion to approve the minutes from the meeting of August 23 2022, was made by Jenn Kiarsis, seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report + Financial Analysis**

- Budget vs Actual, January through August 2022: Overall, the library remains slightly under budget.
- The Money Market Fund report reflects no activity in the Memorial Fund. There is a total of \$88.09 in interest.
- Library is slightly over the target zone in terms of the total balance relative to the budget. Jenn D. reported that Cab is in active discussions with the library staff regarding ideas for projects. She shared a few of the ideas and noted they are working on narrowing them down.
- The library is no longer \$19K over budget on the Facility Repairs line since the insurance check was deposited last month. Still over budget, however. There have been more building issues than normal this year (HVAC & sprinkler system). Additionally, \$3,500 was spent to address bat/bird intrusion issues. If the budget's tight towards the end of the year, there is the option of asking the BOS to approve reimbursement from the library's Capital Reserve Fund.
- Service Contracts remain under budget, but many of these expenses are billed later in the year.
- Cab is working with the bookkeeper to move the passport related postage expenses to the correct line. This will give us the option of reimbursing from passport revenue if needed.
- Utilities are still under budget at this time, but it would be surprising if that doesn't change in the next couple months.

- Analysis indicates the budget is tightening up. We should still be fine for the end of the year, though. We will continue to monitor closely.

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**

Jenn K. reported that she sent the note to the Budget Committee inquiring whether they would like to have representatives from the Trustees attend one of their meetings or for the Budget Committee to come to the library for a presentation. The invitation was sent via email and the postal service, all Budget Committee members were cc'd. There has been no response as of this date. Unsure if they are meeting this month.

### **Friends of the Library**

Michelle reported the Vendor Fair is scheduled for this Saturday, September 17<sup>th</sup>. Spots will be marked Friday and vendors have the option to set up canopies Friday at 5pm. Friends will be on site Saturday morning at 7:30 to direct vendors to spots and parking. There are a total of 29 vendors. Additionally, there is a petting zoo scheduled, along with a Taco truck, and the Boy Scouts will be here for breakfast and lunch. Vendors are donating an item for the raffle and there is a scratch ticket basket as well.

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

Nothing new to report this month.

### **Director's Report**

Jenn D. provided the Director's report for the Trustees:

- Cab spoke with the Fire Chief regarding the fire suppression system who thought we should move forward with the project. A meeting took place with Carter Sprinkler, Jim DeBonis and Rich to determine what needs to be done. The work will not be as invasive as previously thought. Ceiling tiles will need to be removed, audio books will be covered for protection, and cones will be placed to prevent anyone from entering the work area. It is projected that the work will take one day. Rich and Jim DeBonis will start their work on Friday the 23rd to remove the ceiling tiles and Carter Sprinkler will start their work on Monday the 26<sup>th</sup>. Once completed Rich and Jim will replace the ceiling tiles and take care of any necessary repairs.
- Jenn D. reported that the Summer Reading program was a great success with almost 300 signed up. All the programs were well attended with waitlists. Families were excited about the prizes and the Kona truck at the end. Jen O. had more adults signed up than ever before.

The Trustees congratulated Jenn D. on the article in the Eagle Tribune regarding the program.

### **Old Business**

#### **Action List**

- Handbook - update next sections, H, I, J for next quarter. Cab provided the latest drafts to Board for review.
- Future projects for memorial funds – Cab and library staff are working on narrowing down the proposed projects.
- Budget Committee letter – A letter offering the Trustees attend a Budget Committee meeting or offering the Budget Committee members attend the Trustee meeting for a presentation on the library has been sent. This item will be removed from the Action List.

- 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. This item is pending.
- Planning Board - Cab provided the library's updated Capital Improvement information to the Planning Board as requested.
- Trustee Alternates – room for two more on the Board, still in process.
- Warrant Article - Cab sent the Trustees the Town Budget and the warrant article language for review.

### **New Business**

2023 Library Budget: Cab forwarded a draft budget to the Trustees for review and comment. Areas to consider include, but are not limited to, the cost of utilities, health insurance rates, and wage numbers. Overall it appears that a 6.2 percent increase in the budget is needed. The draft was discussed and it was suggested an increase for programming and supplies needed for programming is in order, keeping in line with the higher cost of materials etc.

### **Other Business**

Jenn K. requested members review and return the performance review form for Cab. A meeting with Cab will take place this month.

Meeting adjourned at 11:20am.

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

Respectfully submitted,

Mary Corsetto  
Minute Taker