

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

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday October 12, 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
Cab Vinton, Library Director

Others Present: 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 September 14,2022, was made by Jenn Kiarsis, seconded by Rosemary Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report + Financial Analysis

- Budget vs Actual, January through September 2022: Overall, the library is just about on target thru the end of September.
- The \$6,400 from the Beverly Scott estate was a big help in the purchase of books.
- On the other side of the ledger, there is about \$2,100 that we can shift off our books for Passport-related postage & Reimbursable expenses.
- Spending on programs has more than doubled. Two main reasons: The first is, in the past we have transferred \$5000 from library funds to this line; this needs additional discussion. The second reason can be attributed to the take home program packets which began during COVID, the cost of which can add up. Cab will discuss the future plans for the take home programs with Jen D. and Jenn O.
- Library held funds have earned \$500 in interest this year, but *58%* of this was just in September.
- We received \$2,700 back from HealthTrust which is the unexpended flexible spending accounts from last year. IRS regulations dictate what we can do with these funds. For now, it will be placed against insurance cost.
- Utilities are under budget at this time however, we need to keep in mind that there are only 8 months of electric bills reflected.
- The Money Market Fund report reflects a temporary transfer of \$10,000 from the Special Projects fund to Checking. The \$10,000 has since been transferred back to the Memorial Fund. There was a total of \$114.72 in interest earned in the Memorial Funds.
- The library remains close to budget although things are tightening up. We should still be ok through the end of the year and will continue to monitor closely.

Cab reported that 1/2 of the acknowledged Primex overpayment was included with the appropriation payment from the Town and recommended a reminder regarding the remaining 50% be sent towards the end of November.

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

Correspondence and Communication

Cab reported there was no correspondence during this period.

Friends of the Library

Michelle reported the Vendor Fair was held Saturday, September 17th. Income was \$1,996, expenses \$717.50 for a total of \$1,278.50 in profit which is a bit lower than 2021 and 2019. Main expenses included: 10 new signs (\$205), lottery tickets and basket wrapping (\$130), petting zoo (approximately \$350) spray paint, clip boards, and balloons. Vendors and attendees had positive feedback. There were 30 total tables and we may be able to add a few more next year.

Southern New Hampshire Library Cooperative Report

Cab shared that the Co-op is planning a staff development morning on November 30th for all 3 libraries. Lori Fisher, the Assistant State Librarian has been invited and will be discussing book challenges around the country but particularly here in NH and how best to respond. It is important that all staff are on the same page. Libraries will share policies, both existing and draft with Lori prior to the meeting. The meeting will take place at the Kimball library so Plaistow library will be closed during that time but will open around 11am. Cab will provide feedback to the Trustees.

Director's Report

- Cab shared that the library is working on Special Development through the Center for Life Management to provide staff extra training. No date as of this time but on the horizon.
- Cab reported that previously the library celebrated Civil Rights day in January but not Columbus Day and the town did the opposite. The Town now celebrates Columbus Day. The total number of holidays is the same for staff, however the library is open when the town is not and vis versa. Since this is a personnel handbook issue and the Board sets the holidays, the policy can be changed to align with the town if the Board wishes.
- The library is co-sponsoring a candidates' forum with the NH League of Women Voters on October 27th. The focus will be local and state reps.
- One of the Pages will be out for the next couple of months. For now, the plan is to give the hours to Shelby Gregg.
- A few weeks ago a representative from the State was on site to perform a thorough check of the water system. This happens approximately every 5 years. There were some areas identified that require a plan of correction, for instance the well head needs to be 15 inches above the ground, and some valves and check flows in the mechanical room are needed. The plan is in process and the plumber and McKinney Well have been contacted.
- There was a challenging situation recently involving a library card which was loaned to a friend. Cab discussed with staff, reviewed the existing policy and determined no changes were necessary.
- Cab requested trustees think about upcoming holiday party in order to reserve space etc...

- TD Bank has an affinity program, which is a fund raiser program. All people need to do, if they have an existing TD Bank account or if the open one, is to mention the program and the library will benefit monetarily. You may see this on the library website soon.

Old Business

Action List

- Employee Handbook – Cab forwarded the latest draft with suggested changes to the Board, Jenn K. made some additional minor changes. Motion to accept Cab and Jen’s changes in the Employee Handbooks, sections H, I, J was made by Melissa Theberge, seconded by Jenn Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.
- Trustee Duties – will be discussed at monthly meetings.
- Fire suppression system – work was completed and Carter Sprinkler needs to return to complete the testing they were not able to do. Cab will follow up on a return date.
- Future projects for memorial funds – Cab and library staff are working on narrowing down the proposed projects.
- Primex – as discussed above, one-half of the premium overpayment was received from the Town. Jenn K will send a reminder letter/email regarding the remaining 50% to the Town Manager thanking him for the unexpected payment, and consideration for the additional 50% to be paid should the budget allow.
- Trustee Alternates – room for two more on the Board, still in process.
- Capital Reserve fund/Warrant Article - Cab provided the library’s updated Capital Improvement information to the Planning Board as requested. Additionally, Cab sent the Trustees the Town Budget and will work on warrant article language for review.
- Nursing mother policy – Cab and Melissa to review notes on potential changes.
- Digitizing Town Reports – the State library used grant money to perform digitizing. Cab did a count and believes there are only 20-30 that are not in PDF format so the scope of the project is much smaller.

2023 Library Budget

The Board of Selectmen plan to approve the town operating budget on October 17th and 24th. Cab was asked if he would have something ready which he does. Cab reviewed the budget items with the Board and suggested that it is important to lock in a rate with Unitil within a week. We are still waiting on the numbers from Primex. Overall it appears that a higher than expected increase in the budget will be required.

New Business

No new business.

Other Business

Cab was excused during a discussion regarding his pending performance review. Jenn K. reported that the performance review with Cab will take place next Tuesday. Jenn provided thoughts on compensation, and goals and requested members forward their thoughts and specific goals, directly to her.

Meeting adjourned at 12:22pm.

Next meeting: Wednesday, November 9, 2022 at 10:30am

Respectfully submitted,

Mary Corsetto
Minute Taker