

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

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

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

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

Call to Order

Meeting was called to order at 10:39 am. The Chair appointed Alternate Mary Gori to vote pending the arrival 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 donation from the estate of Beverly Scott, in the amount of \$200,000.

Megan invited public comment. The Board clarified that the funds were donated for general library purposes, without any time restriction.

With no further questions or comments, the Chair closed the Public Hearing at 10:43 am.

Motion to accept a donation of \$200,000 from the estate of Beverly Scott for the Board of Trustees to use at their discretion was made by Rosemarie Bayek, seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Secretary's Report

It was noted that on page 4, Trustee Alternates, it should read: Jen D. has some potential candidates.

Motion to approve the minutes from the meeting of November 14, 2022, with the above correction, was made by Melissa Theberge, seconded by Jennifer Kiarsis who arrived at 10:46 am. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report + Financial Analysis

- Budget vs Actual, January through November 2022. Overall, the library is about \$30,000 under budget. Cab noted that since it's so close to the end of the year, the P&L is YTD, not thru the end of November and that there are more than enough bills to clear the entire amount.
- Cab will be working on a proposal to wrap up the 2022 budget once the last payroll of the year is complete and all bills are in hand. He will share a proposal with the Board and the Chair can determine whether a meeting is needed for further discussion and approval. The Board anticipates that the library will spend all of, or very close to, its full appropriation for 2022. Any Trustee is welcome to come in and review the finances and/or ask for additional information from Cab or the bookkeeper.
- Cab shared that \$2,700 of FSA funds were returned to the library this year. These are fiscal year 2021 balances that were unspent and vary from employee to employee. Overall half of the funds are contributed by the library. IRS rules are followed to determine a formula for redistribution to staff. Cab suggested a plan be developed with the Chair, Treasurer and any Board member that would like to be involved. Cab will draft a plan and distribute to Board members.
- Cab reviewed the option to move \$5,000 from the operating budget for program budget enhancement, indicating that this is something he would like to see phased out. The Board agreed that adult and children's programs are a core library mission and accordingly the library should seek to fund these activities through regular appropriations.
- Cab discussed multiple options for breaking down the budget to make it easier to track budget lines that have a large number of sub-accounts. Cab will create a draft budget that includes sub-accounts and provide this to the Board members for review and feedback.
- Cab shared that the balance sheet reflects the \$200K bequest bringing the total of library held accounts to \$500K. Cab recommended that the Board reach out to an investment firm to see if we can do a bit better than TD Bank's very low interest rates. He believes the Town's Trustees of the Trust Funds use a firm in Hampton called Three Bearings, but there are several other options. He suggested that the Board invite Jill Senter, Chair of the Trustees of the Trust Funds, to attend a meeting to share their investment policy and experience with managing funds. The Board suggested the current policy regarding the target balance for money held in accounts relative to the operating budget be reviewed for potential changes. Rosemarie will reach out to Jill Senter and invite her to attend the January meeting.

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

Correspondence and Communication

No new information.

Friends of the Library

No new information.

Southern New Hampshire Library Cooperative Report

No new information.

Director's Report

Cab shared that the Page who was out on leave of absence will return this week and the staff schedule is fluid during the holiday season.

Old Business

- The Board of Selectman have accepted our language for both the Warrant Article for the Capital Reserve Fund and the explanatory paragraph. The amount accepted was \$45,000 which was slightly lower than the original request of \$50,000. The Board does have the option to request the \$50,000 during deliberations if needed.
- Congratulations to Melissa Theberge who has accepted a new full time position to begin in January 2023. Megan suggested that evenings would be the best time to meet and may even attract additional alternates. We can begin with a Wednesday evening (Jan. 11) and make changes if necessary.

New Business

Cab reminded the Board that a decision is needed as to whether or not we are using operating budget funds or the Beverly Scott funds for the staff end of year bonuses. After discussion it was agreed that the staff end of year bonuses should come from the Beverly Scott donation, in line with the wishes of Ms. Scott of showing cash appreciation to the people that were involved with her and cared for her over the years, which was so important to her and the reason she made the donation to the library.

Motion to approve the use of up to \$4000 from the Beverly Scott Memorial fund for end of year staff bonuses, made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Cab to provide Board members with the finalized plan.

Meeting adjourned at 11:40am.

Next meeting: Wednesday, January 11, 2023 at 6:30pm.

Respectfully submitted,

Mary Corsetto
Minute Taker