

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 8, 2023**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, February 8, 2023 at 6:30 pm.

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

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

Call to Order

Meeting was called to order at 6:35 pm.

Secretary's Report

Motion to approve the minutes from the meeting of January 11, 2023, was made by Rosemarie Bayek seconded by Jennifer Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report + Financial Analysis

- Cab shared that Money Market Funds remain at \$500,000. He pointed out a few details regarding the Special Projects Fund in which there was a bit more activity than usual including a \$15K reversible transfer to cover payroll when the check from the town did not arrive in time.
- Budget vs Actual January 2023- Cab reported that overall we're pretty much on budget noting that we are still in the very early days of the year. He reviewed Facility Expenses where a couple of areas where we are significantly over budget. One was Repairs and Maintenance and the other was Service Contracts. In both instances bills for 2022 arrived in January and were paid at that time.
- Utilities – Cab explained that under electricity, depending on which default rate you compare to, we are saving either \$1,300 or \$3,300 over the two months since the contract has been in place. We are still paying more, but less than if we had not entered into a new fixed rate contract. For gas, we are about \$350 under budget vs the Unitil default rates. We are now in the G41 commercial rate. Overall we are a bit under budget in this area.

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

Correspondence and Communication

No new information.

Friends of the Library

Mary Gori shared there was a craft night with Michelle's Creative Expressions. Welcome signs were made and everyone had a great time. A check for \$75.00 was provided to the Friends. Michelle and Jenn O. are working together on options for the next craft night. Friends decided to provide refreshments at their events. Informational flyers for Friends were available and two people expressed interest in joining the Friends. Dot will follow up.

Southern New Hampshire Library Cooperative Report

No new information.

Director's Report

- Cab reported that the Library is still in need of a generator and he is waiting for a quote on a transfer switch for a generator. He has reached out to emergency response companies that rent portable generators. He discussed that it would be less costly to have a portable generator which could be moved for use from town building to town building to provide enough heat to avoid frozen pipes. Cab will bring this idea to the Town Manager to consider for emergency planning for the town.
- Planning for the Beverly Scott bequest - Cab has reached out to the architects on improving/upgrading programming space especially the children's area. Jen D. is in touch with the Library vendor, Demco, who deals not only in books but also in furniture and design services.

Old Business

Capitol Reserve Fund Article

Megan shared that the Warrant Article was approved for \$45,000. She questioned if it may be helpful to have an explanation to help people understand why this is important. Cab explained we could have an informational flyer that speaks to the reasons for the Warrant Article and why it is needed, i.e. the age of the roof and septic system which are both 20 years old. The flyer could be made available at front desk, added to the voter guides in Library and to the Library website. Cab to forward a draft to the Trustees.

Action List

- Trustee Duties and Review of the By-Laws – ensure manual is up to date and develop a link to an electronic copy.
- Programming Costs – in progress.
- Book Challenges – Cab continues to work on a draft of potential revisions in the existing policy.
- Informational flyer for Warrant Article – Cab to forward draft to Trustees
- Trustee Alternates – room for two more on the Board, still in process.

- Digitizing Town Reports – the State Library used Federal Funds for a scanning project. They have scanned most all of Town Reports. There are few missing years that Cab will confirm all available years are included. Cab will forward a link to reports. This Action Item is considered closed.
- Future Projects for the Memorial Funds – in process, architects and Demco have been contacted. Cab noted that if the Trustees have priorities to be addressed to forward them to him.

New Business

- Investment policy – Cab sent a copy of this policy to Trustees for review. The Board discussed potential investment changes that, if adopted, would need to be added to the policy. However, at this time there is no definitive plan in place so no changes are required. The Board reviewed the Library’s Investment Policy per RSA 31:25.
Motion to approve the Investment policy as written was made by Melissa Theberge and seconded by Jennifer Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0
- Candidates Night – will be held at the Library on March 7th at 6:30pm. Bob Harb will serve as the moderator. Jen O. is currently reaching out to candidates to attend. This event will be televised as well. Cab shared that Rachel was able to solve a previous issue with the audio so now people in the room will now be able to hear the candidates without interference. The Trustees will provide refreshments.
- Rosemarie reported that the Scholarship forms were received. The Library will sponsor a scholarship for \$500.00, the student will be chosen by the Scholarship Committee with the criteria that the student is a Plaistow resident and is involved in community service. Rosemarie asked for a volunteer to present the scholarship. Melissa agreed to attend if the timing works. The scholarship payment is made to the school in the second semester with proof of attendance.
- Rosemarie shared that she will be away and suggested that there be a third signatory. Jennifer Kiarsis volunteered to take on that role.
- Trustee responsibilities – Megan distributed a list of Trustee responsibilities. She indicated that the responsibilities are fulfilled on an ongoing basis and suggested it may be helpful to ensure the official manuals/handbooks, which include the RSAs, are up to date. She stated that would also be helpful for the Trustees to become more familiar with the Library RSAs. Melissa suggested that an online manual be available as well. Cab agreed that there could certainly be both. Melissa also suggested it may be helpful to have job descriptions for the Trustees. Cab indicated that the by-laws cover what the responsibilities are. Megan suggested an informal description that would be helpful for new trustees who are joining the Plaistow Library Board. Cab will send a form that was used previously for recruitment.

Meeting adjourned at 8:00 pm.

Next meeting: Wednesday, March 8, 2023 at 6:00 pm.

Respectfully submitted,

Mary Corsetto
Minute Taker