

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

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, March 8, 2023 at 6:00 pm.

Present: Megan Lee, Chair
Melissa Theberge, Vice Chair (arrival 6:43pm)
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 6:03 pm. The Chair appointed Mary Gori in place of Rosemarie Bayek.

Secretary's Report

Motion to approve the minutes from the meeting of February 8, 2023, was made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Treasurer's Report + Financial Analysis

- Budget vs Actual February 2023 - Cab reported we are slightly over budget YTD (\$1,400), primarily due to the large facility bills in January as well as a \$4000 payment for our Hoopla digital content which is a popular feature with patrons. Cab shared that he will be comparing the physical check outs to the digital checkouts.
- Service Contracts –The 5-year lease for the Cannon photocopier/printer/scanner is finished. The cost was approximately \$150 per month. Going forward we will need to purchase our toner as opposed to it being included in the lease. However, we are not using \$150 worth of toner a month so we will be saving approximately \$1000 to \$1500 through the remainder of the year.
- Payroll Expenses/Insurance – Cab reported he is expecting some health insurance bills to come through from December but we are still ok on this line.
- Passports - There was a \$900.00 expense in the passport category for the required mailing envelopes.
- Money Markey Funds - Cab shared that interest rates have gone up. TD Bank yield is up to 2.79%, enough to earn us \$1,200 in interest last month. This is better than we're used to, but still quite a bit lower than the 4.68% offered by the NH Public Deposit Investment Pool. Cab recommended that an account be opened with the Investment Pool and noted there is no minimum balance required. This would result in a considerable increase in interest earned. Cab continues to research investment companies and recently reached out to Bar Harbor Trust,

(previously Charter Trust) for additional information. Cab will continue to collect data on other investment companies in order to compare/contrast. This item will be added to the Action List.

Motion to open an account with the NH Public Deposit Investment Pool, using the funds from the Scott Memorial Fund in the amount of \$245,000.00, was made by Jennifer Kiarsis, seconded by Megan Lee.

Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Motion to approve the Treasurer's Report was made by Michelle Sykes, seconded by Mary Gori.

Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Correspondence and Communication

Cab shared that Raven was profiled in the Eagle Tribune for the Cursive Club. She also received a very nice Thank You note from a student.

Friends of the Library

- Michelle Sykes shared that the Friends are looking to host a Shredding Event.
- Friends will sell raffle tickets for a Scratch Ticket basket during the Craft Exchange. The basket will then be moved to the Library and the winner will be chosen on March 31st.
- Movie Nights – Friends will be available to sell popcorn. The movies will now be held on the Town Common. Selectman Jonathan Gifford, has offered his screen, projector and speakers.
- Shaw's Bags – During the month of March Shaw's will be donating \$1.00 for each Shaw's tote bag sold to the Friends of the Library.
- Antique Appraisal – Friends will be looking into the possibility of hosting an Antique Appraisal event. Michelle will reach out to the appraiser for details.
- Membership – there was one new member who found us via the informational flyers which posted during the last craft night.

Southern New Hampshire Library Cooperative Report

- Cab explained to the Board that Hoopla, OverDrive or any other services in the same category, are paid services. Because they are paid services the platform needs to confirm the person logging in is an authorized user in good standing. Cab is working to ensure that the personal information the library system vendor is providing to accomplish this verification is limited to the minimum necessary for authentication.
- Hampstead would like to partner more with the Co-Op and suggested a staff customer service training. Since this is part of the Hampstead Library's new strategic plan, they will be taking the lead on this project.

Director's Report

- Cab provided the Trustees with a list of webinars he has signed up for and noted they may find them informative and useful.
- The NH Library Trustees Association spring conference is being held Tuesday May 9th.

- Cab shared some of the ideas that libraries are looking at including makeovers which highlight books similar to retail merchandising collections as opposed to stacks. He reported that the architect will be coming in to look at our space and provide ideas.
- Candidates night went very well and the Vimeo is available for viewing. Bob Harb acted as the moderator and does a great good job. Cab suggested a gift certificate would be a nice gesture of appreciation and the Board agreed. Jenn will send the gift certificate and a Thank You note.
- Cab reminded the Board that Mary Gori's letter for re-appointment will be needed soon. Jenn K. will send the letter to the Selectmen after the election.

Old Business

Action List

- Trustee Duties and Review of the By-Laws – ensure manual is up to date and develop a link to an electronic copy. In process.
- Programming Costs – in process.
- Book Challenges – Cab continues to work on a draft of potential revisions in the existing policy. He explained that there are 3-4 related policies that need to be reviewed as well. Cab will send the current policy to the Board.
- Trustee Alternates – room for two more on the Board, still in process.
- Portable Generator – Cab has done the research and reached out to the Deputy Director of the Emergency Management department who stated this is currently on his radar and to circle back in April. Cab is also still waiting on a quote for the transfer switch from the electrician.
- 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 or the staff.

Meeting adjourned at 7:38 pm.

Next meeting: Wednesday, April 12, 2023 at 6:00 pm.

Respectfully submitted,

Mary Corsetto
Minute Taker