

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 12, 2023**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, April 12, 2023 at 6:00 pm.

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

Excused: Rosemarie Bayek, Treasurer

Others Present: Jason LaCombe, President, SMP Architecture  
Cab Vinton, Library Director  
Mary Corsetto, Minute Taker

**Call to Order**

Meeting was called to order at 6:07 pm. The Chair appointed Mary Gori in place of Rosemarie Bayek.

Future Projects Expansion Discussion: The Trustees requested Jason LaCombe join the meeting this evening to discuss possible expansion options to help make the library a more community friendly space. SMP Architecture were the original architects of the Plaistow Public Library. Jason is the Principal, President and Licensed Architect for SMP, joining the firm in 2011 and becoming the owner in 2017. Jason has 25 years of experience and is also a Trustee at the Hopkinton Library. SMP is currently working with 15 libraries and have 3 libraries in active design.

Jason explained that SMP works together with the libraries to meet their wants and needs. Jason reviewed some of areas that may benefit from a refresh and it was discussed that the children's area is a distinct area of need to focus on initially. The Board had the opportunity to view the original plans as Jason pointed out areas that would provide options that could be considered.

Next steps: Cab indicated he could use guidance on how a major capital project typically works, what needs to be done next, and what SMP can do. Jason felt that a sketch and a review by contractor may be helpful in terms of defining cost. The Board will need to define a vision with the focus on existing space, determine how current shortcomings can be resolved, then determine a ballpark budget and a schedule. Due to high construction costs, expanding the current building footprint will be a last resort.

**Secretary's Report**

Motion to approve the minutes from the meeting of February 8, 2023, was made by Jennifer Kiarsis, seconded by Mary Gori. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

### **Treasurer's Report + Financial Analysis**

- Budget vs Actual March 2023: We are 4.4% over budget (\$7,100), taking into account reimbursable expenses such as passport mailer expenses. Cab shared that he continues to watch carefully.
- Electricity – there was a usage spike in February and March for reasons that are unclear. (+45% vs. last year). Cost was at least \$1,200. Cab contacted the company and expressed interest in a sub meter. Unfortunately, it will cost between \$4,000 – \$5,000, so at this time we will continue to monitor.
- Payroll Expenses/Insurance – Cab reported this line is \$2,300 over due to 3 pay periods in March instead of 2.
- Passports – The passport line has been increasing and was at \$5,335 in March. This is before deducting \$900 for the mailers.
- Materials - Replacement – Blackstone, the audiobook vendor, neglected to invoice us for over 60 shipments going back to 2018 all the while continuing to send new titles. They agreed to waive 25% of the cost, but we still owed \$3,500. Unfortunately, this is more than this year's budget for the audiobook line. It was confirmed that all items were received and Cab checked with the Town attorney to see if there's a NH statute of limitations on stale invoices. There is, but it wouldn't have helped us in this case
- Money Markey Funds – The Money Market Funds showed a total of \$1,197.75 in interest for the month of March.
- Cab shared that the account with the NH Public Deposit Investment Pool has been opened.

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**

- Cab shared that in addition to the Eagle Tribune, Raven and members of the Cursive Club were also profiled on WBZ news radio and in the Carriage Towne News!
- Cab received an email from Town Hall regarding a Primex policy change. Anything being insured on the Fine Arts schedule needs to be appraised every 10 years. So he is reaching out to an appraiser to see if he is interested in doing the appraisal for the library and the Town. Deadline is next year.
- Turnover in the Health Department resulted in the library water testing being delayed and the library receiving a notice of violation. Cab has posted this as required by DES regulations.
- The State Library donated approximately 20 professional development books with library and information science titles, a value of about \$875. This donation was courtesy of the ARPA funds which are part of the COVID-19 public health and economic response.
- Jennifer Kiarsis reported that she did send the gift certificate for Bob Harb. She also sent an flower arrangement for Jane Query's family.

### **Friends of the Library**

Michelle Sykes shared that the Friends are serving refreshments for this month's library programs.

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

Cab spoke with Hoopla, Overdrive, and other vendors that connect to the library's database. He confirmed the minimum amount of personal information needed and ensured that on our end, we are not sending anything that is not the minimum necessary.

### **Director's Report**

- Cab reminded the Board that the NH Library Trustees Association spring conference is being held Tuesday May 9th.
- Cab reported that someone backed into one of the parking lot pole lights and the light fell through the back window of the SUV. There is a pending Insurance claim.
- Gas contract – Cab passed out a chart of average gas prices back to 2013 vs proposed prices for the years 2024-25 (24 months). The Board reviewed and agreed that he should lock in at these prices.
- Cab shared that the Hoopla borrowing limit which was increased to 8 during COVID, has been rolled back to 4. The cost for Hoopla is \$2.30 per check out where the cost of Overdrive is 30 cents per check out.
- Cab will be out from April 21 – April 26.

### **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.
- Weeding the Collection – 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. Jenn K. did send the letter to the Selectmen regarding Mary Gori. A potential alternate will attend the May meeting.
- 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, architect in attendance today. Demco has been contacted.

Meeting adjourned at 7:47 pm.

Next meeting: Wednesday, May,10 2023 at 6:00 pm.

Respectfully submitted,  
Mary Corsetto  
Minute Taker