

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 10, 2023**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, May 10, 2023.

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

Excused: Mary Gori, Alternate

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

The Chair introduced Kathy Slade as a potential Alternate for the Board.

Call to Order

Meeting was called to order at 6:05 pm.

Building Upgrades/Space Refresh: Cab recapped the main points of the previous meeting. Jason LaCombe returned to present the sketch of a high level design plan as well as an overview of the process moving forward. He shared proposed changes regarding the existing space, how we might be able to make changes and what may be possible.

Changes were suggested for the children's space, staff space, History room, young adult space and study rooms, with the focus on flow and the division of the space into two distinct areas, active and quiet. Envisioning the Library in layers with the front as active, middle as service and the rear as quiet led to the discussion regarding the importance of variety of seating, the types of seating and the locations to enable a something for everyone approach.

Next steps: Cab to review this plan with staff, Jason to email a copy of the draft plan and review collection ideas with Cab. The Board will refine the vision, work on a high level budget, and share thoughts with Jason to run by the contractor. When these action items have been completed Jason will be able to deliver another iteration of the plan.

Trustees will visit other libraries to view the work that has been done by SMP. Exeter will be first on the list. The Board agreed to check references prior to signing a contract.

Secretary's Report

Melissa Theberge exited the meeting at 7:00pm.

Motion to approve the minutes from the meeting of April 12, 2023, with the correction to the spelling of Bob Harb's name, 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 April 2023: We are more or less on budget after taking into account reimbursable expenses.
- Materials – There is a \$9,000 swing in the first 4 months of this year compared to last. A portion of this was the audiobooks invoicing issue that totaled \$3,400 and there was the \$6,400 transfer from the Beverly Scott fund which was used to purchase books.
- Electricity – We are \$4,500 over on this line compared to last year. Some of this is the price of electricity but also there was the spike in usage during February and March. Cab shared that he learned from the HVAC company that our building has been stuck in “occupied” mode which means that systems were running 24/7. This should be resolved now but Cab will check the meter in one week to ensure usage is back on track.
- Money Markey Funds – The Money Market Funds showed a total of \$1,558.14 in interest for the month of April.
- The Board discussed the possibility of transferring additional money into the NH Public Deposit Investment Pool.

Motion to approve the Treasurer's Report was made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Correspondence and Communication

- Cab shared he received a nice Thank you note from the Query family.

Friends of the Library

Tabled

Southern New Hampshire Library Cooperative Report

- Cab reported that the Trustees at the Kimball Library officially voted to do away with late fees. Currently none of the 3 libraries in the Co-op are charging late fees.

Director's Report

- Cab shared there is a large patch of dead grass in the area directly behind the staff room. It is not clear what has caused this, he is looking into it but given the programming planned it will not be fixed at this time.
- Modern Link Communications company has 20-25 people looking to do a “service day”. Cab reviewed some potential projects, including cleaning windows, painting the shed, cleaning out storage areas. Rich will supervise. Cab will put together a plan and email the Board.

- Cab attended 2 conferences recently. The NH Library Association Conference in Meredith and the Trustee Association Conference along with Rosemarie Bayek and Jennifer Kiarsis. He shared that he attended a Grant writing break out session which was very interesting. Cab will send a link to the Board of the materials presented.
- Cab will be out from June 20 – July 3.

Old Business

Action List

Tabled.

New Business

The Board will send a letter to the Selectmen nominating Kathleen Slade as an alternate trustee.

Meeting adjourned at 7:56 pm.

Next meeting: Wednesday, June 14, 2023 at 6:00 pm.

Respectfully submitted,
Mary Corsetto
Minute Taker

DRAFT