

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

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, July 12, 2023.

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

Not Present: Mary Gori, Alternate

Others Present: Cab Vinton, Library Director

Call to Order

Meeting was called to order at 6:05 pm. The Chair appointed alternate, Kathleen Slade, to vote pending the arrival of Rosemarie Bayek.

Secretary's Report

Motion to accept the minutes of June 14, 2023 was made by Melissa Theberge; seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

- The monthly Budget vs Actual report for January – June 2023 was reviewed. This continues to be a challenging year fiscally and we are over budget by 1.4% or \$4,275. Cab continues to review the budget regularly and is cautious regarding discretionary needs vs emergency needs, deferring “nice to have” purchases.
- Money Market funds continue to yield positive results. The process of moving additional funds to the in the NH Public Deposit Investment Pool (NHPDIP) is in process.

Motion to accept the Treasurer's Report was made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Rosemarie Bayek arrived at 6:20 pm.

Correspondence and Communication

- The Ask a Transgender Woman Anything program held on June 13, 2023 was attended by approximately 50 people. There were numerous calls and online comments on various local Facebook pages prior to and after the event both in support and in opposition of the program. The goal of the program was to foster dialogue and communication.

Friends of the Library

- Notices for the Craft Fair have been sent and responses have started to come back. The Shredding event was very successful. There will be an Appraisal event in October followed by a Flower Arranging demonstration later in the Fall.

Southern New Hampshire Library Cooperative Report

No news to report.

Director's Report

- Cab reported that a credit card in his name which is used for Library purchases was hacked. All charges were reversed and a new card was issued.
- Cab sent a photo of the proposed new gutters to the Trustees. There was a question regarding the flow and diversion of drainage. Cab will confirm the path on both sides of the building and will share the quote with Trustees with a request for response.
- A quote from Greenskeeper, the fertilizer company, was received regarding the dead grass at the back of the library, additional quotes are pending. Apparently there were more areas affected as well; all areas were included in the quote. Given the numerous programs this summer the suggestion was to wait until fall to begin work on this project.
- The Town is putting out an RFP to solicit companies to assess town buildings for solar. Cab is on the Energy Committee.
- Cab will be away on vacation from August 5th through August 12th.

Old Business

Action List:

- Programming costs are being evaluated by the staff and Cab.
- Weeding analysis continues. Cab sent an email to the architect requesting a sample contract. No response as of this time. Cab will follow up. It was noted there is still work to be done including a high level overview of the collection and how we allocate space to the collection.
- Review Library policy regarding book challenges – in process.
- Review of By Laws and Trustee Duties – in process.

Library "Field Trips":

The Chair reviewed the pending project of visiting Libraries and shared a list of Libraries along with the town populations. The following were chosen to begin with:

1. Hopkinton
 2. Greenland
 3. Exeter
 4. Hampstead (once complete)
- The goal is for Trustees to visit one library and discuss/review findings at the August meeting.
 - Melissa Theberge will create a spread sheet, sort, and label the towns on the list. The list will be located in Google Docs so all can add pros and cons of each Library visited. Folders for each Library will be available to drop in photos and information. Contact Melissa for a link to the folder. Staff will also be able to assist if needed.
 - Cab/Staff are generating a list of problems they are looking to solve, i.e. the staff area. This list will be shared with Trustees to utilize during the visits.

Kathy Slade will be attending the Trustee Orientation in Concord on Monday, July 17th.

Meeting adjourned at 7:34 pm

Next meeting: August 16th at 6:00 pm

Respectfully submitted,

Mary Corsetto

Minute Taker