

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 16, 2023**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, August 16, 2023.

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

Not Present: Kathleen Slade, Alternate

Others Present: Cab Vinton, Library Director

Call to Order

Meeting was called to order at 6:01 pm.

Secretary's Report

Motion to accept the minutes of July 12, 2023 was made by Jennifer Kiarsis; seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

- The monthly Budget vs Actual report for January – July 2023 was reviewed. This continues to be a challenging year fiscally. Net of reimbursable expenses, we are over budget by \$16K or 4.4% through the end of July. Of note, compared to 2022, our electricity has more than doubled and there has been an increase in Materials as well. In an effort to get back on budget Cab recommended the Board request the Board of Selectmen disperse funds from the Capital Reserve Funds (CRF) to cover the following Facility Repairs:
 1. Replace Pump Test Header Piping & Flow Test Pump (\$5,100)
 2. Repair of Roof Leak (\$1,150)
 3. Upgrade to emergency lights (\$4,100)
 4. Replacement of well pump (\$2,400)
 5. Gutter repair (\$350)
 6. Repair of custodian heater (\$488.02)
 7. Shed paint (\$330.33)

The Board agreed to send an itemized request to the Board of Selectmen requesting a disbursement of CRF totaling \$13,918.35 for Facility Repairs.

- Cab continues to review the budget regularly.
- Money Market funds continue to yield positive results. Cab explained that there is the ability create individual pools within the NH Public Deposit Investment Pool NH (NHPDIP) for each fund we want to move over. The Board agreed to create 2 new accounts. One would be the Roger B. Hill Memorial Fund, from which only the interest may be spent. The second would be a combination of the Memorial Fund, the Donald Murray Memorial Fund and the Frances Minnich

Memorial Fund; this fund would be titled the Triple M Fund. To simplify accounting, any funds withdrawn from the latter account would be withdrawn equally from each of the three funds. Cab has the forms ready to move these additional funds to the NHPDIP.

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

Correspondence and Communication

- There was a well pump failure last month which was repaired very quickly by McKinney Well. The final cost for repairs was \$2,400, following a generous 15% discount (\$424.50) by the McKinney family.
- Kevin McCurley contacted Cab regarding the field in front of the Library and suggested it could be made pollinator friendly by adding wildflowers and perhaps a path. Cab shared that the Board is receptive to ideas but would need more specifics. Cab will share Mr. McCurley's contact information with Melissa Theberge who offered to meet with him prior to the next Trustee meeting and share his ideas with the Board at that time.

Friends of the Library

- Friends are very busy with the upcoming Craft Fair. Twenty-five paid vendors so far. There will be an Appraisal event October 21st.

Southern New Hampshire Library Cooperative Report

- Cab shared that the Director of the Sandown Library has moved on. The position is being posted, MLS preferred.
- The Director of the Hampstead Library has retired and will be succeeded by former Plaistow substitute librarian, Kate Thomas.

Director's Report

- Cab signed the paperwork to extend the electricity contract through November 2024 which locks in at 11.2 cents per kilowatt hour. This rules out the risk of a large increase and assists with budgeting for FY2024.
- Mary G. completed a field trip tour of Exeter Library to collect ideas and photos based on the checklist developed for the project. She shared her findings with the Board. Cab will provide the file to Melissa for inclusion in the Google Doc folder. Cab inquired if anyone needed a copy of the checklist to take with them on their visits.

Meeting adjourned at 6:54 pm
Next meeting: September 13th at 6:00 pm

Respectfully submitted,

Mary Corsetto
Minute Taker