

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 11, 2023

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, October 11, 2023 at 6 pm.

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

Not Present: Jennifer Kiarsis, Secretary

Others Present: Cab Vinton, Library Director

Call to Order

Meeting was called to order at 6:05 pm. Mary Gori was appointed to vote for Jennifer Kiarsis.

Secretary's Report

Motion to accept the minutes of September 13, 2023, was made by Mary Gori; seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

- The Library should be receiving the check for \$14,000 from the Capital Reserve Fund any day now which will essentially put us back on track for the budget.
- Interest in the NH Public Deposit Investment Pool (NHPDIP) this past month was 5.5%. Three new accounts were set up and are awaiting transfer to the NHPDIP. Cab will explore if it makes sense to leave nominal amounts in the corresponding TD Bank accounts.
- The Money Market report notes a \$15,000 transfer from the Special Projects Fund to the main checking account. This transfer was made to ensure all checks were covered while awaiting the payment from the Town. This sum will be transferred back to Special Projects this coming Monday.
- We are now under budget on Materials. Payroll is under budget but there are some pending wage increases and perhaps end of year bonuses that may result in a small spike towards the end of the year. Passport revenue continues to be positive and will be moved from the revenue side and which will be helpful. Supplies are about \$1,000 over budget which is a result of the purchase of kitchen equipment for the Nelson room early in the year. Utilities are now under budget.

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

Correspondence and Communication

- Cab shared a lovely Thank you note from Raven.
- Cab reported the Town received an overdue bill addressed to the Library from State Department of Health and Human Services for water testing. Cab called to clarify and copies of the three outstanding invoices were emailed to him, which were forwarded to Beth at Town Hall.

Friends of the Library

- The Friends met Tuesday to discuss the logistics of the upcoming appraisal event, the Antique Rodeo, which will be held Saturday the 21st from 10-1.
- The Craft Fair brought in almost as much this year as last year even with the rain date and the lousy weather. The official tally will be available at the next meeting.
- Cab shared how incredibly proud and impressed by the Friends the Library staff are. Noting the Friends are an amazing and hard working group which the Library is lucky to have.

Southern New Hampshire Library Cooperative Report

- Everyone is in the middle of budget season so they have not connected.
- Cab reported he attended 2 days of a 4-day conference for Koha which is our back-end software, and found it to be valuable resource.

Director's Report

- Cab reported there are no major building issues.
- The lawn has been repaired and reseeded.
- Cab received a cold call from Bartlett Tree company who had done pruning in 2019. They provided a report that outlined roughly 15 trees that need attention. Some have cankers, all have mulch built up too high and need root collar excavation as well as some pruning and soil treatment. Cab will forward the quote to the Board for review and input.

Old Business

- Megan completed her survey visit to Hopkinton and is in the process of adding the survey information to the folder.
- Cab will be visiting Greenland Library.

New Business

- Cab shared that the Employee Handbook mentions that employees can use Library accounts to make purchases and benefit from great pricing. A related piece of this is that Trustees who have served 3 terms or longer are able to buy into the health insurance plan. A former Trustee questioned if retirees could possibly do the same thing with the Library cell phone plan. Cab explained the logistics of the existing cell phone plan billing and hot spot. This is a Board decision which will be placed on the next agenda for further discussion.
- Cab reported that the fascia on the Library would benefit from a pressure washing. A quote was received for \$1,350. The Board agreed that it was worth pursuing. Cab will check references and determine the right time to have the wash completed.
- The Board reviewed the FY2024 provisional Library budget which reflects a 5.2% increase, however Cab noted there has been no official receipt of the new rates from Primex yet. Cab pointed out a few areas for discussion and input from the Board. One is line 4 which is an increase in Health/Life/Disability; Cab will share historical data with the Board. Another is line

23, the mid-contract adjustment for Bookkeeping. Lastly is line 21 which reflects a reduction in Janitorial hours.

A joint meeting of the Board of Selectmen and Budget Committee is scheduled for Monday, October 16, 2023 at 5PM.

Motion to approve a provisional budget for FY2024 for presentation to the Board of Selectmen and the Budget Committee for \$670,575 was made by Melissa Theberge; seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Meeting adjourned at 7:30 pm

Next meeting: November 8th at 6:00 pm

Respectfully submitted,

Mary Corsetto