

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 20, 2023

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, December 20, 2023 at 6 pm.

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

Not Present: Jennifer Kiarsis, Secretary, Kathleen Slade, Alternate

Others Present: Cab Vinton, Library Director

**Call to Order**

Meeting was called to order at 6:08 pm. Mary Gori was appointed to vote for Jennifer Kiarsis.

**Secretary's Report**

Motion to accept the minutes of November 8, 2023, was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

- Cab provided an interesting way to view growth in the different accounts using a year end Statement of Financial Position. This report shows the beginning and ending balances to date. The only things missing are the interest on the Scott Memorial Fund and any interest earned on the checking. Library funds are up \$25,000 while the Memorial Funds reflect a decline due to the shift to the Investment Pool. Total checking and savings includes the beginning balance in the checking account which will need to be backed out.
- For the month of November, Money Market Fund Activity shows the Memorial Funds made a total of \$200 in interest and the Library Fund made \$600 in interest or a total of \$800. The total Memorial Fund made \$1,100.
- Budget vs Actual reflects the following: Significantly under on Repairs and Maintenance, under budget on Materials, just slightly over on Online Resources, under budget on Payroll by \$8000 but between bonuses and raises this amount will be accounted for. Passports line shows a \$2,842 expense; however, this will come back due to a transfer which was not charged to the correct line. It has been rectified and the change will be noted on the next report. Electric and Gas, only 11 bills have been paid due to the timing of the bills.
- Cab shared that once we pay what we need to, we could be \$5,700 under budget. There are options to consider for utilizing this sum: Pay Overdrive bill for 2024, \$2,323, purchase new Library Program Calendar software for \$1,250, and purchase a bundled digital News option which is end user friendly and offers a variety of papers. This would include 6 major US papers, the Boston Globe, NY Times, Wall Street Journal, LA Times, Chicago Tribune and the Washington Post. The total cost is \$2,300. The Board discussed these options and agreed these expenditures were priorities.

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

### **Correspondence and Communication**

- The Joint Loss Management Committee was held in September. This committee meets quarterly to discuss ways to keep buildings and employees safe. A representative from Primex attended and provided a 10-page handout on safety and best practice. Raven is working on the checklist that helps us follow these best practices. Cab and Raven attended the most recent meeting on December 19.
- There is a patron with \$80 worth of Library property they have not returned. This is a new card holder. Staff have made several attempts to contact the patron to collect the materials. The Police Chief suggested we talk with the town to determine the best way to attempt to collect, which Cab will do after the New Year. It will be good for the Library to be on the same page as the town regarding a procedure for collection.
- The Library staff are grateful for the cookies and candy provided by our kind patrons this holiday season.

### **Friends of the Library**

- There was a flower arranging event by the Green Griffin in December which was well attended and successful. The three arrangements were raffled off.
- There was no meeting scheduled in December and the Friends will next meet in January.

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

- Cab met with the new Director of the Sandown Library.
- Kimball Library is very interested in adding auto renewals for borrowed items. The vendor stated this is a Library by Library choice. Plaistow staff, including Cab, have many reservations. Cab is currently doing a survey to collect additional data on the time out with the auto renewal vs the previous time out.
- Cab shared that there is discussion on lowering the threshold on where accounts get blocked for charges, from \$15 to \$10. This is a system wide decision. Cab will report the final decision back to the Board.

### **Director's Report**

- Cab is currently working on the Town Report and will send the draft to the Board.
- Cab shared that there were 3 leaks from the roof after the recent storms. Pictures were taken and Cab will secure updated estimates to replace the building's 24 year-old roof.

Meeting adjourned at 7:24 pm

Next meeting: January 10th at 6:00 pm

Respectfully submitted,

Mary Corsetto