

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 10, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, January 10, 2024 at 6 pm.

Present: Megan Lee, Chair
Jennifer Kiarsis, Secretary
Michelle Sykes, Trustee at Large
Mary Gori, Alternate
Kathleen Slade, Alternate

Not Present: Melissa Theberge, Vice Chair, Rosemarie Bayek, Treasurer

Guest: Randall Mikkelsen

Others Present: Cab Vinton, Library Director

Call to Order

Meeting was called to order at 6:03 pm. Mary Gori was appointed to vote for Rosemarie Bayek, Kathleen Slade was appointed to vote for Melissa Theberge.

Secretary's Report

Motion to accept the minutes of December 20, 2023, was made by Michelle Sykes, seconded by Megan Lee. Motion approved: Ayes 3, Opposed 0, Abstentions 0.

Kathy Slade arrived at 6:10 pm. Jennifer Kiarsis arrived at 6:15 pm.

Treasurer's Report

- For the month of December, Money Market Fund Activity shows the Memorial Funds made a total of \$194 in interest and the Library Fund made \$563 in interest for a total of \$757. The total Memorial Fund made \$1,177.
- Cab provided a Profit and Loss Previous Year Comparison report (income only) comparing FY 22 and FY 23. Total interest in 2023 was \$17,790.00 compared to 2022 where interest was \$2,736.71. The decision to move funds to the Investment Pool definitely proved to be a good idea. Other areas highlighted included Meeting Room Fees, which more than doubled in FY 23 and Passport Fees that reflect a 59% increase for FY 23. Cab noted that the Passport Fees may drop next year due to the restructuring of the process (now doing only 1 passport application per day) in order to meet the core needs of the Library.
- The Statement of Financial Position is similar to the above and reflects the Library Funds grew in total by 7.5%
- Cab continues to work on year end numbers so the Budget vs Actual report is currently in provisional status due to the following: The Reimbursable line needs to be cleared out to FY 23; in addition, a Newspaper Database invoice dated for 2023 arrived today and will be added to the Reimbursable line. Lastly the Checking Account Interest will be available for 2023 bills. Cab explained that the FSA Match account is counted as fully expended and reflected as a liability. Cab continues to work with the accountant to clarify this line.

- Cab noted that the process of moving the Memorial Funds to the Investment Pool is a priority.
- Cab shared that the Town Auditors will be here Thursday January 11th.

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

Correspondence and Communication

- Cab shared a touching Thank you note to the Trustees from Jenn Dawley.

Friends of the Library

- No meeting in December. Cab shared the Friends purchased 4 sets of snow shoes and poles which will be added to the Library of Things and be available for check out.

Southern New Hampshire Library Cooperative Report

- Cab explained the mission of the Co-Op for the benefit of Mr. Mikkelsen and noted there will be a meeting at the end of the month.
- Jennifer Kiarsis inquired about the Annual Trustee meeting. Kathy Slade noted that it could be an opportunity to meet other Trustees and celebrate Libraries together. Cab will follow up on the Annual Meeting with the Co-Op and the Trustees will give some thought on how to structure the meeting for maximum utility.

Director's Report

- Cab reported that on Saturday carpet cleaning will be done in the Nelson Room and upholstery cleaning will take place in the main building.
- There is a crack in the concrete on the right as you exit the building. Jenn D. is investigating options for repair.
- Cab noted that to the best of his knowledge there were no new leaks from the roof during the most recent rain storm.
- Rachel has been doing TikTok videos spotlighting the Library, most recently the cat figurine display, which has been getting thousands of views.
- Cab continues to work on the FY2023 and FY2024 Budgets.

New Business:

- Kathy provided an overview of the most recent Budget Review meeting and reminded the Board that the Deliberative Session is February 3rd at 9:00 AM.
- Megan reminded the Board that the Library does have a Warrant Article for \$55,000 on the ballot, noting that the need for a new roof represents a present need for funds. Cab will review the language which will outline information on the Warrant Article in the Voter's Guide. A draft will be forwarded to the Board for approval prior to sending the Chair of the Select Board for consideration.
- Megan suggested that Library visits be restarted to continue the collection of information needed to move forward with the refresh project. Cab will resend the list of Libraries. Megan will resend the link to the electronic file.
- Megan stated she will send the Investment Policy to the Board for review.

Meeting adjourned at 7:27 pm

Next meeting: February 14 at 6:00 pm

Respectfully submitted,

Mary Corsetto