

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 7, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, February 7, 2024 at 6 pm.

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

Guests: Randall Mikkelsen, Georgia Payne

Others Present: Cab Vinton, Library Director

Call to Order

Meeting was called to order at 6:08 pm.

Secretary's Report

Motion to accept the minutes of January 10, 2023, was made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Kathy Slade arrived at 6:47 pm.

Treasurer's Report

Cab reviewed the Profit & Loss Budget vs. Actual report through the end of January 2024. The following was noted: The budget is approximately \$4,000 under budget; however, the Children's Book line is high due to a large expense which won't be repeated. The FSA Match line will now reflect actual expenditures (made quarterly) rather than appear as fully expended (based on liabilities created as part of the biweekly payroll).

Cab provided the Profit and Loss Budget vs Actual for Fiscal 2023 and reported that the budgeted amounts for this time period were spent down to the penny.

Money Market Fund Activity Report shows Memorial Funds earned a total of \$200.67 in interest and the Library Fund earned \$586.97 in interest for a total of \$988.31. The total Memorial Fund yielded \$1,955.30 in interest. The Money Market Funds which were \$9,000 and over, totaling approximately \$40,000, have been transferred from TD Bank to the New Hampshire Public Deposit Investment Pool (NHPDIP). The Investment Pool is now just under \$300,000. The Board discussed the pros and cons of moving the remaining Memorial Funds over to the Investment Pool in separate vs. individual accounts. Cab will follow up with regard to tracking interest on specific accounts.

Cab shared that QuickBooks is moving to an entirely online application and the desktop version the Library is using will no longer be supported. The Library will migrate to online QuickBooks at a cost of \$75.00 per year.

A motion to move the remaining Memorial Funds into the NHPDIP, minimizing the number of accounts to the extent possible, was made by Megan Lee; seconded by Jennifer Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

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

Correspondence and Communication

- Cab reported that the fathers of Deb Hoadley and Melissa Theberge passed away. The Library, as well as the Board, sent cards of condolence.
- Cab will be providing a FAQ on the Library Warrant Article as well as photos of the leaks in the roof.

Friends of the Library

- Tabled

Southern New Hampshire Library Cooperative Report

- Kathy and Jenn will be the point persons on the structure of the annual Coop meeting. Any ideas on how to make this meeting meaningful should be forwarded to Kathy and Jenn.

Director's Report

- Cab is working on the annual report for the State.
- The carpet in the Nelson Room and the upholstered furniture were cleaned.
- The motor in the large clock above the circulation desk was replaced, but it is now quite noisy. Search for a fix is under way.
- The annual Fire Inspection of safety devices was completed. A smoke detector was replaced and A failed thermostat was replaced, along with a faulty smoke detector following the most recent annual fire alarm inspection.
- The water heater is failing. There was a 6-year warranty which had just expired. Cab is researching available rebates from Unitil on energy efficient water heaters. He will also follow up with the plumber for a quote.
- There was a slip and fall at a spot where there is water runoff from melted snow which freezes on the ground regardless of the amount of salt spread. A cone will be placed in the area by staff when there is melting and freezing. This is an area that Cab wants the architect to address should the Library move forward with the refresh project.
- Cab reported he is looking into the ability to sustain a 10-15 hour per week position and will submit a proposal to the Board. Needs covered would be a mix of front desk coverage and administrative tasks.

New Business

- Megan discussed the Investment Policy and noted there were no recommendations to change wording after review by the Board. A motion to approve the current version of the Investment

Policy with no changes at this time was made by Jennifer Kiarsis; seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

- The Friends of the Library requested that a box of records be stored and secured in the Library. The Board agreed.
- Megan discussed the holiday schedule for the Library. The Library would like to align with the number of paid holidays that the Town currently has. Jenn suggested there be a floating holiday for staff. Consideration for adding Juneteenth and Columbus/ Indigenous Peoples Day as the dates for a floating holiday for staff was discussed by the Board. The Library will be open on these days and recognition of these days will be acknowledged through displays and/or programs. A motion to match the number of holidays of the Town by adding a floating holiday for staff was made by Melissa Theberge; seconded by Jennifer Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.
- Rosemarie inquired if any of the Trustees would be interested in presenting the Library Scholarship to the recipient on Scholarship Night. Megan volunteered.
- Candidates night will be held on March 5th with a 6 PM meet and greet followed by the panel at 6:30 PM.
- Mary Gori completed a site visit to the Hopkinton Library and submitted her report and photos for the file.

Old Business

Action List

- Programming Costs
- Analyze physical collection
- Book challenges policy review
- Road trips i.e. Library site visits
- Scholarship Presentation

Meeting adjourned at 7:32 pm

Next meeting: March 13, 2024 at 6:00 pm

Respectfully submitted,

Mary Corsetto