

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 13, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, March 13, 2024 at 6 pm.

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

Not Present: Rosemarie Bayek, Treasurer

Others Present: Cab Vinton, Library Director, Melissa Theberge

**Call to Order**

Meeting was called to order at 6:08 pm. Mary Gori was appointed to vote for Rosemarie Bayek, Kathleen Slade was appointed to vote for Melissa Theberge.

The Board welcomed Randall Mikkelsen and congratulated Michelle Sykes for being re-elected to the Board of Trustees. The Board also sadly bid farewell to Melissa Theberge and thanked her for her dedicated service to the Library over the past 9 years, most recently in the role of Vice Chair.

Michelle Sykes shared that candidates will be sworn in on March 18<sup>th</sup> during the Board of Selectmen Meeting. If unable to make the meeting you may go to Town Hall next week.

**Secretary's Report**

Motion to accept the minutes of February 7, 2024, with the following edit under New Business, "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." was made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept the minutes of the February 26<sup>th</sup> meeting was made by Michelle Sykes, seconded by Mary Gori. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Melissa Theberge arrived at 6:47 pm.

**Treasurer's Report**

Cab reviewed the Profit & Loss Budget vs. Actual report through the end of February 2024 and noted that we remain under budget although it is still early in the year. Spending in the Children's lines was high due to a timing issue where some items were purchased at the end of last year and the bill was received in January, in addition expenses reflect payments for supplies.

The statement for TD Bank did not arrive until after the bookkeeper had run the report so the interest figures are a little off but not by much given the lower interest and balance in the accounts.

The Money Market Fund reflects the \$74,000 which was transferred from the TD Bank accounts to the NH Public Deposit Investment Pool (NHPDIP). Cab explained that the Disbursement account, also known as a sweep account, is where the funds are held while awaiting transfer between checking, money market and money market funds to the NHPDIP. The \$33,000 and the \$30 in interest accrued, have been transferred and will be reflected in the March report. Cab noted that the NHPDIP figures for the Hill Memorial Fund and Triple M Fund are incorrect due to a 1 of 2 transfer requests not being completed by the investment fund. Cab has resolved this issue. Moving forward there will be only 2 funds, the Scott Memorial Fund and the Triple M Fund which will contain all of the remaining funds. Cab will be able to track and allocate interest accurately.

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

### **Correspondence and Communication**

- Cab received a note for the Board. Megan shared the note of Thanks from Melissa.
- The Auditor requested additional documentation which Cab has provided.

### **Friends of the Library**

Michelle Sykes reported that a meeting took place February 27<sup>th</sup> and the Friends are working on the following:

- Shredding Event June 14<sup>th</sup> from 9 am -12 pm
- Game Day March 19<sup>th</sup> 1-3 PM
- Jewelry Making Event with Michelle's Creative Expressions in April
- Working on a new Logo
- Looking into the possibility of a pollinator garden, maybe adding birdhouses or benches
- A Repair Café, perhaps in partnership with Vic Geary or Rec department. This will be large undertaking.
- Assisting with the Library Plant Sale in May
- Considering an Annual Town Wide Appeal for the Friends.

Cab and the Board thanked the Friends for their assistance with refreshments at Candidates Night.

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

- Cab reported that all the Libraries in the Co-Op are officially fine free and are now looking at how to handle stale late fees from years ago. All 3 Libraries are reviewing the communication process regarding how/when an account will be restricted for outstanding items. Currently Atkinson and Plaistow restrict accounts once items are 4 weeks overdue. Cab will send the existing policy on communication with patrons to the Board for review.
- The Co-Op is also considering a purchase of a foreign language learning system. They are currently awaiting quotes from the two language learning software companies, Mango and Transparent.

### **Director's Report**

- Cab has been working on the Investment Pool transfers as well as Candidates Night.

- The new boiler has been installed.
- Electrical work was completed, lights in the foyer leading to the Nelson Room were replaced. A separate circuit was installed for the front row of overhead lights next to the projector screen. This will be helpful when a presenter is using the projector as previously the lights in the room were either all on or all off.
- The firewall license for support is expiring and the hardware is at end of life. A new IT firm bought out our firm and the cost of support rose to \$275 per hour plus travel time. Cab found a new support firm at \$125 per hour and the new firewall will be installed this Friday.
- Cab reported that the interview for the new position was held for the Circulation Assistant position. The position is 10 hours per week at \$18.25 per hour.
- Cab will be away next week.

Motion to approve the hiring of Pam Shaw as the Circulation Assistant for 10 hours per week at the rate of \$18.25 per hour was made by Jennifer Kiarsis, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

### **New Business:**

Megan explained that the Board needs to recommend Alternates for the upcoming year to the Board of Selectmen.

Motion to propose Mary Gori to the Board of Selectmen Alternate Board member status for the upcoming year was made by Megan Lee, seconded by Kathy Slade. Motion approved: Ayes 4, Opposed 0, Abstentions 1.

Motion to propose Kathy Slade to the Board of Selectmen as Alternate Board member status for the upcoming year was made by Megan Lee, seconded by Mary Gori. Motion approved: Ayes 4, Opposed 0, Abstentions 1.

Jennifer Kiarsis will send the proposal letter via email for inclusion to Monday's meeting agenda of the Board of Selectmen.

### **Old Business**

#### Action List

- Analyze physical collection
- Book challenges policy review
- Road trips i.e. Library site visits
- Discuss Duties for Library Trustees
- Co-Op meeting
- Scholarship Presentation

#### Scholarship Recipient

Need to determine if a recipient will be chosen by Timberlane. Follow up with Rosemarie Bayek on the status of the paperwork.

Meeting adjourned at 7:40 pm

Next meeting: April 10, 2024 at 6:00 pm

Respectfully submitted,

Mary Corsetto