

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 10, 2024

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

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

Others Present: Cab Vinton, Library Director, Georgia Payne

**Call to Order**

Meeting was called to order at 6:03 pm. Mary Gori was appointed to vote for Rosemarie Bayek.

**Secretary's Report**

Motion to accept the minutes of the March 13th meeting was made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Rosemarie Bayek joined the meeting at 6:34 pm via video conference.

**Treasurer's Report**

Cab reviewed the Profit & Loss Budget vs. Actual report through the end of March 2024 and noted the Library continues to be under budget by approximately \$2,500. There has been some spending for performers and deposits for summer reading programs under the Program line. Cab explained that we no longer supplement the Program Line with a transfer of \$5,000 from Library Funds because Programming is a core function of the Library.

There were a few unexpected building expenses but we have managed to get back on budget. The board discussed that there was a tree down on the edge of the woods in the back of the Library. Cab will follow up with Jenn for next steps.

During the transfer of funds from TD Bank to the Investment Pool, a cutoff date was missed for interest posting which resulted in a balance of \$4.47, which has now been moved. Memorial Funds have been transferred to the Investment Pool. Interest from the Investment Pool is around 5% and Library Funds at TD Bank earn interest in the low 3%. Cab has a system to allocate interest to corresponding accounts via sub accounting. The ending balance for Money Market Funds, March 2024, was \$555,085.45.

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 that he received an email from Lori Sadewicz at Town Hall requesting he submit a monthly report to the Town Manager to share with the Board of Selectmen during their meetings. Cab asked if the Board would be interested in a version of a report that outlined Library statistics which he would send to the Board of Selectmen with a cc to the Town Manager. Randy questioned if it would be similar to a Directors Report which could include stats and trends as well. Cab will work on a draft and share with the Trustees.
- There were hundreds of calls to the Library requesting eclipse glasses.

### **Friends of the Library**

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

- Shredding Event June 15<sup>th</sup> from 9 am -12 pm
- Jewelry Making Event with Michelle's Creative Expressions in April 24<sup>th</sup>. There will be \$15 charge and \$5 will go to the Friends.
- Work continues on a new Logo
- A Repair Café, perhaps in partnership with Vic Geary or Rec department. This will be large undertaking. Dot to follow up with the Rec Department.
- Assisting with the Library Plant Sale May 11<sup>th</sup> from 9-1.
- The Annual Town Wide Appeal for the Friends is on hold but a donation jar will be made available during the events where Friends supply refreshments.
- Craft Fair is scheduled for September 14 with a rain date of September 21<sup>st</sup>

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

- Cab noted that it has been quiet lately since both Atkinson and Sandown are in default budgets which is keeping the Directors very busy.
- Cab shared that he has heard back from the Police Chief regarding overdue books/materials. The Chief stated he could treat this the same way they treat thefts of business property currently. He is willing to do a courtesy call for a threshold of \$50 which is what they do for local businesses. Cab noted that there are between 6-8 attempts to reach out to patrons for return of Library property. Cab is currently researching the number and charges currently outstanding and will submit a proposal to the Board for an official policy. He will also reach out to the Chief for additional details and share his final plan with the Cooperative.
- The library will not be moving forward with a foreign language learning system at this time, primarily because of budgetary constraints.

### **Director's Report**

- There was a power outage for 8 hours on March 23rd and the building was fine. The custodian was directed by his Supervisor to report to the Library at 9 pm on the 22<sup>nd</sup> and sleep here based on the forecast.
- The installation of the new firewall is complete. Labor costs for the new company are \$125 per hour, there was also a \$1,000 cost for hardware. We paid an additional \$1,000 for a retainer. The new company allows you to pay a retainer in advance for future work and to use the funds for hardware and/or labor costs.
- Dean Zanello and Jason Gautreau were here working on the microphone issue for in room amplification during recording of public programs in the Nelson Room.

- The software for calendar bookings and space reservations is being discontinued at the end of June. We are half way through an implementation of new software called WhoFi. The calendar is already live. There is a list of issues that need attention and Cab is following them closely.
- Cab inquired if everyone is receiving the NH Library Trustee Association's newsletter. Cab will ensure that all Trustees are on the distribution list. The Annual Conference, which will be held on June 5<sup>th</sup>, is a great resource. Megan stated that Trustees that attend the conference can review and share experiences during our monthly meeting scheduled for June 12<sup>th</sup>.

### **New Business**

#### **Election of Officers**

Megan reviewed the By-Laws regarding the election of officers and explained that we have had a Chair, a Vice Chair, Secretary, Treasurer. According to the NH Library Trustee Association we are only required to have a Chair, a Secretary and a Treasurer. Jenn K. noted that that was how the original Board was set up and recommended that we remove the role of Vice Chair temporarily at this time. Jennifer Kiarsis volunteered to continue to serve in the role of Secretary. Rosemarie Bayek volunteered to continue to serve in the role of Treasurer. Megan Lee volunteered to continue to serve in the role of Chair. A motion to have the slate of Officers remain in their current roles was made by Megan Lee and Jenn Kiarsis approved: Ayes 5, Opposed 0, Abstentions 0.

### **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
- Employee Handbook, 3<sup>rd</sup> and 4<sup>th</sup> quarter
- Trustee By-laws review

#### **Scholarship Recipient**

Rosemarie reported that she spoke with Jeanne of the Friends regarding the fact that both the Trustees and the Friends inadvertently chose the same person as a scholarship recipient. The Trustees will choose the Library page as the recipient and the Friends will follow up with Timberlane regarding the paperwork for a recipient to be chosen by the school. Georgia will follow up with Jeanne.

Motion to award the 2024 Library Scholarship to Emme Shaw was made by Jennifer Kiarsis, seconded by Megan Lee. Motion approved Ayes 5, Opposed 0, Abstentions 0.

Meeting adjourned at 7:43 pm

Next meeting: May 8, 2024 at 6:00 pm

Respectfully submitted,

Mary Corsetto