

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 8, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, May 8, 2024, at 6:00 pm.

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

Others Present: Cab Vinton, Library Director

**Call to Order**

Meeting was called to order at 6:04 pm.

**Secretary's Report**

Motion to accept the minutes of April 10, 2024 was made by Michelle Sykes; seconded by Jennifer Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Money Markets Funds: All memorial account amounts have now been transferred to the NHIP. The accounting of these transfers is a bit messy because of the timing of the transfers, leaving some interest in minor amounts. Future transfers will be easier as they can be done electronically from TD Bank to the Pool. Deposit for Special Projects is passport income. Cab will look into the amount of additional interest that might be earned by moving funds to the Investment Pool from the library-held accounts still with TD Bank (Fines, Grounds Enhancement, etc.).

Regular Budget: Doing well so far this year. A few accounts relating to programming, especially for the children, are slightly over budget. Timing for utility and Hoopla payments not reflected in budget summary for April. Two new computers were purchased. One for Kelly, whose computer was extremely outdated; the second was a public computer that simply died.

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

**Correspondence and Communication**

Cab contacted the Police Department to get clarification regarding collection of library property; specifically what would a "courtesy call" involve, and how would a summons be worded. The Chief advised that they cannot deal with a hypothetical situation, and would not elaborate on what the procedure might be. He suggested obtaining information from the Town Clerk regarding town policy about collections. Rose volunteered to contact the Town Clerk to obtain a copy of the collection policy that the Library might review.

Cab reported that there is a personnel matter evolving that might require the Board's attention in the future, which might also affect our budget. He will keep us informed on developments.

### **Friends of the Library**

- Plant Sale will be Saturday, May 11<sup>th</sup> from 9-12
- Another Viking Bracelet class is being scheduled for May 16<sup>th</sup>. It was extremely popular.
- A shredding event will be on June 15<sup>th</sup> from 9-12. The cost will be \$10 per box (bankers box).
- Jeanne contacted Timberlane about resubmitting the Friends application for its scholarship after some confusion about awarding the Library and Friends scholarships to one recipient.
- The annual Craft Fair is scheduled for September 14 (rain date will be September 21)

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

Directors continue to have their monthly meetings. Sandown and Atkinson are working with default budgets and that is all consuming for their Directors.

### **Director's Report**

Programming: The Beginning Gardening program by Sweet Hill Farm was a great success. There were approximately 75 people in attendance. Plants were distributed at the end of the program. Yoga continues to be popular at the Library. An additional chair yoga class will be added on Friday mornings. Summer Reading program theme this year is "Adventure Begins in Your Library". One of the activities already planned is to have Dean Zanello visit once again to take videos of the event from his drone. More adventure to be announced!

Personnel: Jenn Dawley will be out on medical leave soon (date to be determined). She has been prepping staff to back up while she is out. Cab will also be on vacation at the same approximate time and arrangements are being made to make certain staff is all set. New staff member, Pam, has settled in and is enjoying working at the Library. Jenn Dawley will be celebrating her 10<sup>th</sup> Anniversary with the Library this month. Also, our custodian and Town employee, Rich, will also be celebrating his 10<sup>th</sup> year taking care of the Library. A party is being planned for May 31<sup>st</sup> at 11:00 am.

Building: Cintas has solicited the Library to handle safety requirements to service our sprinkler system, including annual inspections and scheduled maintenance. A representative will meet with Cab this Friday. Cab will need to contact our current vendor, Carter, to obtain up to date records and the cost to enable a comparison.

### **Old Business**

Conference: The registration software/app – Wild Apricot -that is being used is causing some issues with Trustees trying to sign up for the Trustee Conference in June. Cab suggested that he be notified by any of our Trustees that would like to go, and he will take care of registration and payment.

### **Action List**

- Charts to show statistics are in process. Cab sent examples for review. Board to provide a list of subjects of interest to Cab. Maybe two charts: one for Board; one for other distribution with focused information.
- Road trip scheduled for June 17<sup>th</sup> to visit Greenland Library – Jenn K to contact Director to schedule visit.

- Duties for Trustees to be reviewed by Officers – By Laws to be updated with edits from Director and Board.
- Celebration for Emme Shaw receiving Library Scholarship will be either Wednesday or Thursday early evening when she is working. Megan volunteered to get a BIG CHECK for the presentation. Cake and ice cream will be provided. Cab will advise the Board of the date.

Meeting adjourned at 7:35 pm

Next meeting: June 17, 2024 – Off site meeting at the Greenland Library

Respectfully submitted,

Jennifer Kiarsis  
Secretary