

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 14, 2024

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

Present: Megan Lee, Chair
Randall Mikkelsen, Member at Large
Michelle Sykes, Member at Large
Mary Gori, Alternate

Not Present: Jennifer Kiarsis, Secretary
Rosemarie Bayek, Treasurer
Kathleen Slade, Alternate

Others Present: Cab Vinton, Library Director, Sam Thorn, Integrity Roofing

Call to Order

Meeting was called to order at 6:05 pm. Mary Gori was appointed to vote for Jennifer Kiarsis.

Roof Quote

- As the roof is nearing end-of-life, Cab solicited a quote from Integrity Roofing (Plaistow, NH) earlier this summer. Sam Thorn from Integrity Roofing joined the meeting to provide information and answer any questions. Sam summarized the current condition of the roof, explained differences in shingles and overlays, and reviewed the factors the Board should consider in deciding when to replace the roof. The risk of leaks increases as roofs age. Sam brought up the example of the Hooksett Public Library, whose roof recently required emergency repairs because of leaks and flooding.
- Cab mentioned that David Rand, an independent roof inspector, was at the Library yesterday and a formal report is pending. Mr. Rand conveyed orally that while the roof could last another 2-3 years, there were no guarantees and taking action now would be prudent.
- Cab shared that the Board of Selectmen is the fiscal agent for the Library Capital Reserve Fund and that the Library will have to follow the Town's procurement procedures when the time comes to replace the roof. Board members present discussed and agreed that replacing the roof now would be the most prudent course of action.

Motion to approach the Board of Selectmen with the request to fund the roof repair this fall was made by Randy Mikkelsen, seconded by Mary Gori. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Secretary's Report

Motion to accept the minutes of July 10, 2024, was made by Randy Mikkelsen, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Treasurer's Report

- Money Market Funds: Year to Date columns have been added to the Money Market report. In the month of July interest earned for Memorial Funds was \$1,527.59 and Library Funds earned \$596.87.

- Profit and Loss Vs Actual: Library is \$13,000 under budget at this time. However, this month there are some pending raises to staff, a bill for \$5,000 for the HVAC system and some increases in the Self Insurance (HRA) and FSA Match categories which will affect the budget numbers. Cab indicated that we may be close to on budget or a little over by the end of September. Cab to review and make projections for the upcoming months. Cab shared that the Service Contract for HVAC rates have been unchanged since 2017; however, the contract for the upcoming year rose 12% from \$3,650 to \$4,100. Inflation since 2017 has been 28% so ENE are treating us very well. An additional \$500 will be budgeted for next year. It was also noted that Jan-Jul 24 reflects Total Other Income of \$24,378.39.

Motion to accept the Treasurer's Report was made by Michelle Sykes; seconded by Megan Lee. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Correspondence and Communication

- A very nice note from a former patron, Jeffrey Dow, was shared with the Board. In the note Mr. Dow wrote that he remembers growing up at the Library in the 70s and 80s. He had a favorite book on the Coast Guard which he would always check out and ultimately ended up joining the Coast Guard. Cab was unsure of the title of the original book but responded back by letter to Mr. Dow with a couple of titles that may have been a match, along with an Honorary Library Card.
- Cab shared a touching Thank you note from Melissa Theberge.

Friends of the Library

- The annual Craft Fair is scheduled for September 14 (rain date will be September 21).
- Cab worked with the Museum of Science regarding passes. The Museum is offering the Library the Distant Library Pass rate which is a significant savings. Passes will be offered digitally.

Southern New Hampshire Library Cooperative Report

- Atkinson Library has not been able to make the last couple of Directors meetings. Back in April the Co-Op discussed increasing the Non-Resident Library fee and agreed to look into it. Cab has become aware that Atkinson has increased their fee to \$75 and the system is unable to set different fees per Library. Cab suggested that the Board think about the pros and cons of the the Co-Op libraries having the same fee. This topic will be revisited once the 3 Directors are able to meet and discuss further.
- Verizon texts are not being delivered due to changes Verizon has implemented. The Co-Op will need to agree on a commercial service in the near future because this is tied to the Library software, Koha. Cost is expected to be nominal.

Director's Report

Interviews for a new Library Page have not been held as of this date. Our current Page will stay on through September.

Old Business

- ARPA Funds: The Selectboard will begin discussing projects this coming Monday. Ideally a Trustee would be present at this meeting. Cab is working on a detailed proposal to the Selectboard and will share drafts with the Board before submitting the proposal this Friday. Any additional thoughts on the proposed project are needed ASAP.

- Custodian Agreement: Guidelines need to be developed for essential basic cleaning should a substitute custodian be required for coverage. The rate and hours were discussed and it was clarified should a sub be needed, it will be a town employee. Cab to provide the list of duties to the Board for review.

Motion to agree to the Town's flat rate of \$25 per hour for substitute custodian services was made by Mary Gori; seconded by Megan Lee. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

New Business:

- Cab reported that he attended the Town's Department Heads meeting. The Town Manager is requesting a provisional budget by mid-late September. Cab recommended that the Board invite the Budget Committee to a joint meeting to review how the Library functions and to answer any questions they may have. The Board agreed and will arrange for a date/time.
- Annual Review: Megan shared that Cab's anniversary review is due next month. Jenn will send the forms to the Trustees this week.

Meeting adjourned at 7:50 pm

Next meeting: September 11, 2024

Respectfully submitted,

Mary Corsetto

DRAFT