

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 11, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, September 11, 2024 at 6 pm.

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

Not Present: Kathleen Slade, Alternate
Cab Vinton

Others Present: Jennifer Dawley, Head of Youth Services/Assistant Director

Call to Order

Meeting was called to order by Jennifer Kiarsis at 6:03 pm. Mary Gori was appointed to vote for Megan Lee.

Megan Lee arrived at 6:09 pm.

Secretary's Report

There is a correction to the date of minutes of August as posted to the website. The date should read August 14, 2024.

Motion to accept the minutes of August 14, 2024, with the correction above, was made by, Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

- Jenn D. provided a brief overview of the Financial reports.
- Rosemarie Bayek granted Cab view only access to the bank statements. This will allow him to track whether a check has been cashed if necessary.

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

Friends of the Library

- The annual Craft Fair is scheduled for September 14 (rain date will be September 21), there are 37 registered crafters. Jeanne and the Friends are working very hard to make this Fair a success.
- Jenn D. reported the grass will be mowed and sprinklers turned off. Rico's Burrito's will be here as well.

- Antique Roadshow will take place in October and the Flower Arranging will take place in December.

Director's Report

- Two new Library Pages have been hired, Olivia and Darien. Olivia was trained Tuesday night and Darien will be trained Thursday evening.
- Jenn D. reported that she has been in touch with Councilman Electric to determine if we can get one of the lights recommended by the architect. Waiting to hear if it's possible to obtain it, what the price will be and the expected time of delivery.
- There were two alarm sensors going off without reason (most likely related to age) resulting in alarm activation. Pulsar Alarm placed the two sensors in test mode so the police would not be dispatched. Jenn reported that the police have been responding frequently which is costly. Jenn D. is waiting to hear back regarding the system upgrade, the timeframe for the installation and if there will be any additional costs for monitoring the new system.
- Megan shared that we did get approval from the Board of Selectmen to be on the agenda this past Monday regarding the roof. An RFP will be required and the town will reach out to the Trustees with instructions for next steps.
- ARPA Funds have been dedicated to Town Safety projects which means the Front Garden/Field Project which was proposed for the Library will not be funded. Trustees discussed the possibility of the project moving ahead regardless. Cab does have a plan and a drawing which was developed by Ridgely Fanara of Integrity Gardens.

Action List

- Library Visits- Completed
- Employee Handbook
- Trustee Duties
- Co-Op Meeting
- Fines Review
- Field Project
- Library Director Annual Review

Old Business

- Rosemarie and Randy met with TD Bank. Rosemarie shared that is her preference to leave the funds where they are in order to maintain the few perks that we have now. Randy noted that there is less of an issue if interest rates fall with the bank vs the pool and the interest rate tier may change if we move the funds to the pool and then need to bring them back to TD at a later date.
- Megan shared that we have made many visits to different Libraries and at this point it seems that it would be best if we stop looking and focus on the areas which are really important and necessary to our Library. Developing a list would lend itself to the development of a more strategic plan moving forward. Megan noted that projects such as the Field Project are not on the architect's plan but would expand our use, further our mission and engage more of the community. Jenn D. shared that Cab has asked staff for a wish list. Megan will start a list in Google Drive and send the link to Trustees for additions. Megan asked the Trustees to think about projects for Library as a whole not just the inside. The list will be reviewed at next month's meeting.
- Cab's Annual Review will take place following this meeting.

Meeting adjourned at 7:00 pm

Next meeting: October 9, 2024

Respectfully submitted,

Mary Corsetto

PLAISTOW PUBLIC LIBRARY
ADDENDUM TO BOARD OF TRUSTEES MEETING
September 11, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, September 11, 2024, at 6:00 pm. There was further discussion required of the Board concerning a Personnel Matter. The Minute Taker, Mary Corsetto, was dismissed and the regular meeting adjourned at 7:00 pm. The Secretary of the Board was to complete the Addendum Minutes.

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

Not Present: Kathleen Slade, Alternate
 Cab Vinton, Library Director

Addendum to Meeting Minutes

The meeting of the Board continued with a discussion regarding the review of the Director. Jennifer Kiarsis, Personnel Committee, provided the Board with a copy of the draft review and asked if everyone on the Board had received it. Michelle Sykes said that she did not. The email address used had been incorrect, and Jennifer will update that as soon as possible.

Discussion of the review continued. Jennifer Kiarsis asked if anyone had any additional comments or observations that could be added to the review. There were none, but the Board discussed putting the file on Google Drive and then sharing it in order for the Board to add their comments directly into the document. Randy did a trial run with a file to instruct how that could be done. Jennifer will transfer the file into Google Drive and share with the Board. Deadline for comments will be Monday, September 16, 2024.

Compensation was then discussed and it was agreed to give Cab the same as the previous year, which was a 2% bonus, and a 2% raise in salary.

The meeting was adjourned at 7:15 pm.

Respectfully submitted,

Jennifer Kiarsis
Secretary