

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 9, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, October 9, 2024 at 6 pm.

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

Not Present: Mary Gori, Alternate

Others Present: Cab Vinton

Call to Order

Meeting was called to order by Megan Lee at 6:03 pm. Kathleen Slade was appointed to vote for Rosemarie Bayek.

Rosemarie Bayek arrived at 6:15 pm.

Secretary's Report

Motion to accept the minutes of September 11, 2024, was made by, Jennifer Kiarsis, seconded by Kathy Slade. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

Budget vs Actual: Slightly under budget by approximately \$3,200. A bill for \$5,000 for FSA/HRA was received which will be reflected in next month's report. As of this point there are no anticipated major issues for the last quarter.

Money Market Funds: For the month of September, Memorial Funds/NHPDIP have earned \$1,456.42 at a rate of 5.26%. Library Funds/TD Bank earned \$625.90 at the rate of 3.29%. Rosemarie Bayek continues to work with TD Bank to grant checking account access for Patricia.

Note that the statement from the bank reflects the Technology Fund was \$5,000 lower due to the timing of the check from the Town which did not arrive quickly enough. This resulted in the need to transfer funds from the Technology Fund in order to make payroll. Funds were moved back as quickly as possible.

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

Communication and Correspondence

Jenn met with Cab regarding his annual review.

Friends of the Library

- The annual Craft Fair was a great success with 37 vendors in attendance.
- Antique Roadshow will take place October 19th.
- Flower Arranging will take place in December.

Southern New Hampshire Library Cooperative

- The Koha software was recently updated; a review of release notes is pending. The system seems to be working as intended.
- Directors have discussed lending from the Library of Things to patrons in the Co-Op. Atkinson indicated that they do lend items. Cab will review current items in the Library of Things with staff to determine what is available to lend.

Director's Report

- Jenn D. is having a Library Card sign up program at the schools. She has recently visited the Kindergartens and handed out Library Card forms to children from Plaistow to bring home to parents. This week she is going to the Middle School to hand out forms. The hope is the other Libraries will attend as well.
- Lighting: The three lights in the atrium and the one light in the History Room have been removed. The cost per replacement fixture will be approximately \$1,500 each, for a total project cost of approximately \$8,000 including install. Cab continues to attempt to get the best price possible.
- Security: The Pulsar upgrade quote is \$3,900 which includes replacing 7 motion sensors that are either failing or not compatible with the new system.
- Patron request: A patron who has a hobby business requested to rent the Nelson Room for a Christmas Fair to sell items. After discussion and policy review, the Board confirmed this activity does not align with the core mission of the Library and that the Director's decision to not approve the request was justified.

Action List

- Analyze Physical Collection, Hoopla vs Overdrive, Weeding
- Trustee Duties
- Trustee by Laws
- Employee Handbook
- Book Challenges. Complete
- Co-Op Meeting
- Fines Collection – Police have agreed to assist should it be necessary. Complete
- Fines Review
- Field Project Design
- Field Project Fund Raising Strategy
- Janitor Update/Essential Core Duties List
- Library Director Annual Review. Complete

Old Business

- Field Project: The Trustees have intended to enhance the front field for many years and would now like to move forward with this project. Fundraising will be needed and with fall already here it was recommended the field work begin in the spring. Cab has spoken with Fish and Game and DES and no issues were raised based on the plan. Cab also walked the field with a

wetlands scientist who will be forwarding a map of the wetlands which will be helpful for design and fundraising. Trustees discussed involving the community, reaching out to Delores Coyle-Quirk at the Pollard School, and numerous fundraising ideas.

- Budget: The Selectboard started their budget review this past Monday. Cab provided a 2025 draft budget to the Trustees for review and discussion. Additionally, he provided the Town Manger and the Selectboard with a provisional increase of 2.9%. Cab has since been informed that HealthTrust's provisional health insurance numbers (9.8%) were incorrect. Medical is actually increasing by 17.5%. Cab requested a copy of all plans for which the group is eligible so that he can review and determine the best option available. The Selectboard will review the Library Budget on the 28th; it is not clear if the Budget Committee will be present. The Committee discussed that the Janitor line reflects the move to the Salary line. The Chair inquired regarding the drop in the Materials line and it was explained that the Library is not buying as much print content. Some of the money was moved to online resources.
- Solar Panels: On hold for now mainly due to the priority landfill solar project that the Energy Committee and the Selectboard are currently working on. Cab is working with an Energy Circuit Rider with Clean Energy NH to find as many tax credits, rebates, investment credits and grants as possible.
- Roof: The draft RFP has been completed and is awaiting approval for the required dates. It was discussed that the project may need to wait until spring.

Meeting adjourned at 7:50 pm

Next meeting: November 13, 2024

Respectfully submitted,

Mary Corsetto