

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
November 13, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, November 13, 2024 at 6:00 pm.

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

Not Present: Mary Gori, Alternate  
Kathleen Slade, Alternate

Others Present: Cab Vinton

**Call to Order**

Meeting was called to order by Megan Lee at 6:08 pm.

**Secretary's Report**

Motion to accept the minutes of October 9, 2024, was made by, Jennifer Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Budget vs Actual: Report covers the time period of January – December 2024 noting there is approximately \$75,000 remaining in the budget for the next 3 pay periods. The report reflects where we are as a percentage of the budget, which is roughly 89%. There is \$1,400 on the reimbursable line (passports, etc.) and the Library also received a check for \$3,500 from the Friends. The Board discussed that the Facilities expenses line was over budget as was the Programs/Public Activities line.

Money Market Funds: For the month of October, Memorial Funds/NHPDIP earned \$1,450.83 in interest at a rate of 5.21%. Library Funds/TD Bank earned \$554.53 at the rate of 2.90%. The Year to date revenue is \$34,170.49 which includes fines, fees, passport and meeting room fees.

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**

Cab reported that a donor at the Red Cross Blood Drive refused a protective covering resulting in blood on the carpet. The Red Cross reported the incident to their insurance company and the Library will receive a check for \$50 for cleaning. In the future the use of protective covering will be required by the Red Cross.

**Friends of the Library**

- Antique Roadshow Appraisal Event took place October 19<sup>th</sup>. Unfortunately, the turnout was much lower than expected.

- Friends attended the Pumpkin Lighting on the Town Green.
- Flower Arranging took place November 6<sup>th</sup>.
- A donation of \$3,500 was made to Library to support the purchase new audio visual equipment and to sponsor landscaping perennials which were recently replaced.
- Friends were represented at the Rockingham County Friends meeting in Newcastle.
- There is a new member of the Friends bringing our total to 14.

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

- Catalogers want to get together to ensure they are all on the same page with regard to how records are entered into the catalogue. The Head Cataloger from Atkinson developed a draft manual and will be here next Wednesday to review with Cab and Raven and then to Sandown.

### **Director's Report**

- The Library was one of 50 locations in the US participating in the GKC's Undy 500, New Underwear and Sock Drive for Hurricane Helen and Milton Relief, benefiting students directly affected by the storms. Cab reported to the Board that the Library received 946 donations & shipped 5 large boxes to North Carolina, which was paid for by one of the Friends of the Library. Plaistow and the surrounding communities came through when the call for help came, showing once again the spirit of generosity that characterizes our patrons and neighbors.
- Jenn D. went to the Middle School and re-established some relationships but not too many new Library Cards were needed. However, as a result of the Pollard School kindergarteners visit there was a total of 50 new cards distributed.
- The Town is due to update its Hazard and Mitigation Plan. The Emergency Management Department has invited the Library to take part. The first meeting was last month. The Director of the Department is the Fire Chief and there is a Deputy Director who are both interested in a generator for the Library. During the meeting there was discussion about the Library becoming a shelter. Cab will keep the Trustees informed.
- The Pulsar alarm system has been updated and all is now working fine. During installation there was a problem resulting in the alarm sounding which has since been resolved. Unsure if there will be a charge from the Police Department. Cab will ensure that an emergency contact number is included in documentation so that appropriate Library staff are contacted in the event the alarm sounds.
- Lighting: Cab continues to search for pendent lights that will work in this space and is currently working directly with an electrical supply company. The backup plans were discussed which include returning to the architect with a budget or placing sconces where they will illuminate the space.
- The roof project will need to wait until Spring.
- The Budget Committee will be having a couple of more meetings. Cab is unsure if the Library will be called back.
- Megan Lee and Rosemarie Bayek will be up for re-election this coming spring.

### **Action List**

- Room Rental Fees
- Nelson Bathroom Refresh

- Trustee Duties
- Trustee by Laws
- Employee Handbook
- Co-Op Meeting
- Wish List
- Field Project Design
- Field Project Fund Raising Strategy

**Old Business**

- Field Fundraising: Megan shared her experience with a fundraising campaign that uses a QR Code and wondered if it would work for a “Buy a Plant” campaign on the Library website or Facebook page. She also suggested drafting a letter/flyer outlining our plan to send to various organizations with a request for donations. Jenn suggested somehow involving the children. Cab suggested talking to the Friends, purchasing a Grant database and approaching donors to match raised funds.
- Holiday Party: Will be held on December 11, at 12PM at Sanouk’s Lao and Thai Eats. Jen O will meet with the owner to discuss details such as dietary needs.

Meeting adjourned at 7:50 pm

Next meeting: December 11, 2024 at 10:30 am

Respectfully submitted,

Mary Corsetto