

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, December 11, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, December 11, 2024 at 10:30 am.

Present: Megan Lee, Chair
Jennifer Kiarsis, Secretary (arrived at 10:40 am)
Rosemarie Bayek, Treasurer
Randall Mikkelsen, Member at Large
Michelle Sykes, Member at Large
Mary Gori, Alternate

Not Present: Kathleen Slade, Alternate

Others Present: Cab Vinton

Call to Order:

The meeting of the Trustees was called to order by Megan Lee at 10:30 am.

Secretary's Report

Motion to accept the minutes of November 13, 2024, was made by Mary Gori (for Jennifer Kiarsis), seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report:

The NH Investment Pool money has increased two percent. The regular budget surplus funds will be expended with outstanding bills. Health insurance, tech services (Hardware) will be expected increases for next year.

The Budget Committee has no issues, nor questions, regarding the Library Budget submitted for 2025. We believe it was approved but Cab will contact the Chair of the Budget Committee to make sure. It was recommended that the Select Board be reminded about the Library Capital Reserve Account to make sure that it is funded.

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

Correspondence and Communication:

Before the end of the year there needs to be a resolution of the process by the Town for snow removal at the Library. All agreed that this needs to be done as soon as possible as we are now in the "snow season". Cab has tried repeatedly to get an answer from the Town Manager, without success. He will continue to remind him.

Rose provided a copy of the Town Employee Handbook. Cab will review it to compare to the Library's.

Friends of the Library:

Boston Children's Museum pass will be provided by the Friends. It is coming soon!

Cooperative:

Raven and Cab have been working with the Kimball Library's cataloger to develop a Cataloger's Manual for use across the Cooperative. A draft will be shared with the Sandown library soon.

Director's Report:

Library Upgrade - Photometric study will be done on the Library to evaluate and improve lighting. New tables that were ordered should be delivered in January. Old tables will be given to the Recreation Department.

Computer hardware will be purchased during the year. Replacements will be a combination of desktops/laptops after consultation with the staff.

A new calendar software will need to be acquired as the one currently used is going out of business. This new application will include the ability to provide tickets for passes and events, as well as room scheduling.

Old Business:

Employee Handbook review will continue in January. The last section will be sent out by Cab to the Board.

Wish List for the Library Refresh: Need to add more on the list, which can be found in the Trustee tab on the Library website.

New Business:

Megan will contact Kevin McCurley from Zoo Creatures to talk to the Board regarding the upcoming Nature Walk project. It will either be a part of our regular meeting, or a special meeting with him.

Next meeting scheduled for Wednesday, January 8, at 6:30 pm.

Respectfully submitted,

Jennifer Kiarsis
Secretary