

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 8, 2025

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, January 8, 2025 at 6:00 pm.

Present: Megan Lee, Chair  
Rosemarie Bayek, Treasurer  
Randall Mikkelsen, Member at Large  
Michelle Sykes, Member at Large  
Mary Gori, Alternate  
Kathleen Slade, Alternate

Not Present: Jennifer Kiarsis, Secretary

Others Present: Cab Vinton

**Call to Order**

Meeting was called to order by Megan Lee at 6:06 pm. Mary Gori was appointed to vote for Jennifer Kiarsis.

**Secretary's Report**

Motion to accept the minutes of December 11, 2024 was made by Rosemarie Bayek; seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Cab reported that it is too early for 2025 reporting and provided provisional 2024 reports for review.

Budget vs Actual: Report covers the time period of January - December 2024. Of note there was a \$48K transfer from Special Projects made from the checking account on December 27<sup>th</sup> which was needed to ensure payroll would be covered and to pay a large number of bills that week. The appropriation check was picked up on January 7<sup>th</sup>.

Money Market Funds: The month of December does not reflect the \$48K transfer noted above. The actual year-end balance will be lower because \$6.5K of the transfer is needed to cover the FY2024 expenses and will not be moved back. Final 2024 figures will be ready before the Board's next meeting.

Cab shared that the overage this past year can be attributed to Landscaping (a Friends donation covered half the cost of a large project this fall), Facility Repairs (security system upgrade), and Technology (unplanned network upgrade).

The Board discussed and agreed that \$3000 of the remaining \$48K should be applied to the Programming Line, and an additional \$3500 to Repairs and Maintenance. The remainder will then be transferred back to Special Projects.

Cab reported that the annual Town Audit will begin on 1/14/25 and the Library has been pulling together the required documents.

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

#### **Communication and Correspondence**

- Megan shared a lovely Thank You note from long-time Trustee Cathy Emmons for the flowers and donation in remembrance of her husband.

#### **Friends of the Library**

- No meeting in December.

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

- No new information at this time.

#### **Director's Report**

- The new Nelson Room tables should arrive by the end of the month.
- The Assabet Software roll out/transition has begun. Rachel has been taking the lead on the set up and the configuration. The new system will include the event calendar, room reservations and museum passes which are live now. The remainder should be live by the end of next week or the end of month at the latest.
- Cab continues to work on the Town Report which will be completed by Monday. He will provide a copy to the Board for review.
- Raven will be attending an online 3-day workshop presented by the New England Historic Genealogical Society in Boston. The workshop centers on preserving family documents. Cab is thinking of setting up an archiving station. The Library has applied for a scholarship from the NH Library Trustee Association which can be applied to workshops and conferences.
- Jenn D. has arranged for a nurse to come in for a program called a Period Party for girls ages 9-14.

#### **Paid Time Off**

- An employee requested the Board consider a "buy back" program to avoid a forfeit of any unused PTO at the end of the year. The Board reviewed the request and the current PTO policy. After discussion the Board agreed to remain with the existing policy as written.

#### **Meeting Room Fees**

- Cab distributed the proposed increase in the rate schedule for review. For comparison he also provided the fees from other local centers that are available to rent. The Board reviewed existing fees, discussed options and decided that the new fee schedule would be ideal.

A motion to change the meeting room fees to the proposed hourly fee schedule was made by Megan Lee; seconded by Randy Mikkelsen. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

#### **Action List**

- Room Rental Fees (see above)
- Essentials List (for outsource cleaning)
- Nelson Bathroom Refresh
- Trustee Duties

- Trustee by Laws
- Employee Handbook
- Co-Op Meeting
- Wish List: Megan requested that opinions, comments or additions to the list be made by the next meeting. Randy suggested Survey Monkey to assist in tallying priorities.
- Field Project Design
- Field Project Fund Raising Strategy

Meeting adjourned at 7:39 pm

Next meeting: February 20, 2025 at 1:00 pm.

Respectfully submitted,

Mary Corsetto

FINAL