

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 20, 2025

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Thursday, January 20, 2025 at 1:00 pm.

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

Not Present: Kathleen Slade  
Cab Vinton

Others Present: Jenn Dawley

**Call to Order**

Meeting was called to order by Megan Lee at 1:04 pm. Mary Gori was appointed to vote for Jennifer Kiarsis.

Jennifer Kiarsis arrived at 1:07 pm.

**Secretary's Report**

Motion to accept the minutes of January 8, 2025 was made by Rosemarie Bayek; seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Cab forwarded the final FY2024 Budget vs. Actuals for approval and the Money Market fund reports for review. He noted that in the end, we had to use \$8,732.07 of Special Projects funds to stay on budget as agreed at the last Board meeting. No funds were returned to the Town.

The following is a breakdown of expenses:

- \* \$3,000 for general programming expenses
- \* \$2,232.07 to offset part of the Nov security system upgrade
- \* \$1,229.35 for the perennials project (Friends donation)
- \* \$2,270.65 for Nelson A/V upgrade (balance of Friends donation)

We were unable to find roughly \$5K in savings last year. Unfortunately, any savings that did materialize were more than offset by a rough year for building expenses, health insurance, & technology.

Of note, Passport revenue was \$8,914 -- this was offset by \$1,706 in postage costs, for a net of \$7,208.

Cab also forwarded FY2025 Budget vs Actual and Money Market reports for January. He noted it is very early in the year, so there is not a whole lot to report in terms of activity so far although there are a couple of things worth noting.

First, the Money Market report doesn't show a Feb 3 transfer of \$24,676.35 from Checking back to Special Projects. This is a partial refund of the \$48K that was transferred in December to make sure we could pay our bills & to cover expenses that weren't coming out of the operating budget (\$13K tables, passport postage, Friends donation, \$3K program boost, \$500 scholarship, etc.).

Second, this will be a tight year if expenses follow the projections Cab made a couple months ago.

Our Hoopla expenses continue to grow at a very fast rate. A year ago, we were expecting to spend \$7,400/yr; the annualized rate now is \$11,100. Each checkout costs \$2.37, which adds up quickly as the service grows ever more popular. Cab to consider options.

Megan also added that we will need to keep a close eye on where we are increasing our spending in the upcoming year.

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

### **Communication and Correspondence**

- Auditors have made their 2nd visit to Town Hall and they now have our paperwork and reports for FY2024. No feedback as of yet.
- Lori Sadewicz has retired and we have a new HR/ unofficial deputy Town Manager contact (Karrie Vicente). Have had a few interactions with her so far and am optimistic this will provide a great opportunity for a Town/ Library relationship.
- Cab spoke with Greg Colby several weeks ago to confirm the plan when Rich needs extra assistance clearing snow from the walkways. In the past, Jim has come down with the smaller tractor to clear heavy snow/ large snow piles that are too much to handle with a shovel. As of now, the plan is for the library to simply call Greg and say we need help.
- There are a large number of library-related bills currently under consideration in Concord. the Trustees Association should have been sending out information. If this isn't the case and you're interested in weighing in, please let Cab know and he will forward the details. Randy suggested we invite our local representatives in to discuss some of the bills.
- Jenn K. reported she called all the Candidates for Candidates night and the spreadsheet is updated. Two candidates will not be able to commit until the last minute.
- Rose shared that she responded to the High School regarding scholarships letting them know the Library will be choosing our own recipient this year but to please keep us on their list for future years.

### **Friends of the Library**

Mary Gori reported that the Friends are organizing for the year and the following is in process:

- Getting ready for the plant sale.
- Are in the process of assembling a reference guide for each event which includes details of each event including contact numbers.
- We purchased a feather flag that has EVENT on it in the Library colors and the Friends of the Library logo at the bottom.
- Jeanne is working on the Scholarship for this coming year which is a struggle to get in touch with the students.

## **Southern New Hampshire Library Cooperative**

- No news to report.

## **Director's Report**

- Jenn D. reported there is significant icing outback and one spot out front which we have been on top of. The temperature has been so cold that it has been difficult to get rid of them so salting continues to occur. Signage redirecting the Tax Aide people have been set up so they do not use the back entrance.
- The meeting time survey did not produce results. The Board discussed options and tentatively decided that Thursdays from 9:30 am to 11:00 am. Megan will reach out to Cab and Kathy to ensure this time works for them.

## **NEW BUSINESS**

### **Action List**

- Room Rental Fees-complete
- Essentials List (for outsource cleaning)
- Nelson Bathroom Refresh
- Trustee Duties
- Trustee by Laws Megan to send copy for review
- Employee Handbook
- Co-Op Meeting
- Wish List
- Field Project Design
  - A project design would be helpful. Jenn D. to discuss with Ridgley
  - Contact UNH Extension
  - Randy to reach out to Kingston Library regarding who they use for their Pollinator Pathway
  - Coordinate a special meeting with Ridgley, Kevin McCurley of Zoo Creatures
- Field Project Fund Raising Strategy
  - Work with Friends during Plant sale to solicit donations and/or purchase a plant for the garden

### **Shift Differential Policy**

- We currently do not have a policy that covers this. The Board discussed scenarios where this may or may not apply but more information is needed to come to a decision. Megan will follow up with Cab.

### **Candidates Night**

- Will be held on March 4<sup>th</sup>. A meet and greet will take place from 6:00 – 6:30 pm and the program will be held from 6:30 to 8:00 pm. Please attend if possible. Mary G. will reach out to Georgia regarding refreshments.

### **Employee Handbook**

- Megan reminded members to review the last 3 sections and send any changes to Cab prior to the next meeting.

## **OTHER**

Rose thanked those who attended the Deliberative Session and thanked Megan for a wonderful job presenting.

Meeting adjourned at 2:15 pm

Next meeting tentatively scheduled for: March 13, 2025 at 9:30 am.

Respectfully submitted,

Mary Corsetto

FINAL