

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 13, 2025

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Thursday, March 13, 2025 at 9:30 am.

Present: Megan Lee, Chair
Randall Mikkelsen, Member at Large
Michelle Sykes, Member at Large
Mary Gori, Alternate

Not Present: Rosemarie Bayek, Treasurer
Jennifer Kiarsis, Secretary
Kathleen Slade, Alternate

Others Present: Cab Vinton, Director

Call to Order

Meeting was called to order by Megan Lee at 9:35 am. Mary Gori was appointed to vote for Jennifer Kiarsis.

Secretary's Report

Motion to accept the minutes of February 20, 2025 was made by Megan Lee; seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Treasurer's Report.

Budget vs Actual: Report covers the time period of January – February 2025. Cab reported that we appear to be a bit under budget but it is still early in the year. He reviewed the Online Resources line with a focus on Hoopla which has risen in popularity. At this time, patrons are allowed 4 check outs per month, if the allowance was reduced to 3 per month it would yield approximately \$1,500 in savings. Cab will look into the capability of Hoopla to have a daily budget.

Money Market Funds: For the month of February Memorial Funds/NHPDIP have earned \$1,181.08 at a rate of 4.16%. Library Funds/TD Bank earned \$475.42 at the rate of 2.69%. The Money Market Funds/NHPDIP are still doing well relative to TD Bank.

Cab shared that fees for payroll direct deposit has increased to \$1,200 per year through the Intuit program. Another option would be Ramp an expense management software program that offers free electronic funds transfers. Cab to research further.

Motion to accept the Treasurer's Report was made by Michelle Sykes; seconded by Randy Mikkelsen. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Communication and Correspondence

- Cab reminded the Board that Mary Howard, the Regional Head of the AARP Tax Aide program, will be visiting. Randy suggested a photo be taken with the Trustees that are available that day.

- Each year the Board needs to submit an annual report to the Department of Justice, Charitable Trust Unit, which is similar to the Library's Annual report. Cab shared that the report has been completed and submitted.

Friends of the Library

- Michelle reported that the Friends are contemplating moving the Craft Fair to a day that does not coincide with the Town Wide Yard Sale.

Southern New Hampshire Library Cooperative

- No new information regarding joint activities.

Director's Report

- The roof RFP will be distributed today. The Select Board who is the fiscal agent for the Capital Reserve Fund, has requested the Library work with Greg Colby and Jim DeBonis for a final recommendation. There will be a tentative meeting of the Trustees April 2nd at 6 PM to review proposals.
- Cab reported that the state statistical annual report is in process.
- Library computers currently run on Windows 10, which Microsoft will no longer be supporting as of October. The current computers will not support an upgrade to Microsoft 11. The cost of new hardware has been budgeted for staff pcs and the public pcs.

Shift Differential Policy

- The Board discussed and agreed it is not in the Library's best interest to implement a shift differential policy.

Action List

- Tabled

Employee Handbook

- The Board discussed the suggested changes to the Employee Handbook particularly around EAP, Discharge/Involuntary Separation and Reference Requests.

A motion to accept the proposed changes made to the Employee Handbook, Sections K-M, with the exception of the required quorum for public hearings, reference requests and possessive nouns was made by Megan Lee; seconded by Mary Gori.

Motion Approved: Ayes 4, Opposed 0, Abstentions 0.

NEW BUSINESS

Library Anniversary

- Cab shared that 2025 is the 25th anniversary of the Library opening. He noted the staff will be working on a celebration event and he will share with the Friends as well in case they would like to be involved. This is also an opportunity for Trustees that are interested to be involved as well. The dedication ceremony was held in June, so mid-June may be a good time for the event. Numerous options were discussed. Cab asked that anyone that would like to be involved in the process or has ideas to share to reach out to him or Jen O'Connor.

Meeting adjourned at 10:57 am.

Next meeting: April 10, 2025 at 9:30 am.

Respectfully submitted,

Mary Corsetto

FINAL