

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 14, 2023

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, June 14, 2023 at 6:00 pm.

Present: Megan Lee, Chair
Melissa Theberge, Vice Chair
Rosemarie Bayek, Treasurer
Jennifer Kiarsis, Secretary
Mary Gori, Alternate
Kathleen Slade, Alternate

Not Present: Michelle Sykes

Others Present: Cab Vinton, Library Director

Call to Order

Meeting was called to order at 6:00 pm. Kathleen Slade was appointed to vote for Michelle Sykes.

Secretary's Report

Motion to accept the minutes of May 10, 2023 was made by Rosemarie Bayek; seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

The Scott Memorial Fund has earned a significant amount of interest in the NH Public Deposit Investment Pool (NHPDIP). Discussion followed regarding transferring more of the memorial funds into the NHPDIP. It was agreed that any fund exceeding \$9,000 would qualify for such a transfer, as those accounts would benefit most. Motion to transfer Memorial Fund accounts in excess of \$9,000 from TD Bank to the NH Public Deposit Investment Pool was made by Rosemarie Bayek; seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Regarding the monthly budget, materials line continues to be over budget. It was agreed that we will wait until later in the year to determine if Library funds will be required. We are making some interest on funds and passport income is positive.

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

Correspondence and Communication

Melissa Theberge attended the Timberlane graduation ceremony to present the two scholarships from the Library and the Friends of the Library. The Library's recipient was Brady Stack; the Friends' recipient was Avery Patles. Melissa said that both candidates were very excited about receiving these scholarships. Discussion followed regarding current pages and qualifications for the awards for 2024.

Friends of the Library

The Plant Sale was very successful having brought in \$1,800. There is a Paper Shredding Event happening on June 24th. The Friends asked TD Bank to contribute to the cost of the shredding machine, but the amount anticipated was not made. Cab will contact one of the more executive levels of the bank to try and ascertain why that happened. In the meantime, Dot and Jean worked extremely hard to get additional donations for the machine, and they succeeded. Because of all that hard work, all proceeds for the actual shredding will go to the Friends.

The Friends will have a table at Old Home Day this year. Also they have recruited two new members, so the group is growing!

Southern New Hampshire Library Cooperative Report

The semi-annual update of Koha will be happening within the next couple of weeks. Staff has been advised that things may be different.

Director's Report

The volunteer crew of Modern Link Communications has gone above and beyond in assisting the Library. They filled one and a half dumpsters with unused, out of date, and basic old "stuff". They also cleaned all of the windows (and there are many), and are in the process of repainting the outside shed, all with a positive and agreeable attitude. Cab will be sending a letter to the Selectmen on behalf of the Library and Trustees expressing our gratitude to MLC, and letting everyone know that this company is a great partner with the Town and its efforts on behalf of the Library are greatly appreciated.

Three items found during the clean out will be offered to the Town/original donating family. The Library no longer has the room for, nor can use these items: a grandfather clock; a wood podium; a curio case. Since the case was donated by a well known family in town, Rosemarie is willing to contact someone from the family to see if they would like the case.

HVAC – ENE found a small leak in the roof near a vent, and temporarily repaired it with duct tape. Cab was advised to get an estimate to have the roof repaired. While he is doing that, Cab also suggested that we should probably ask for an estimate for the entire roof, since the 25 year mark is coming up rapidly.

Cab will be on vacation from Tuesday, June 20 through July 5th. He discussed a staffing issue that will need to be addressed before he leaves.

The Library has a patron issue concerning the Mens Room. Twice there has been tissue and towels placed in the sinks, and the water faucets have been left running to overflowing. There is no indication who has done this, but the thought is to install a camera outside of the Mens Room. The patron will be banned from using the Library for an extended period of time if this happens again.

Discussion followed regarding the Fourth of July holiday. It was decided that the Library will be closed on Monday, July 3rd.

Old Business

Action List:

- Programming costs are still being evaluated by the staff and Cab. Item will stay on AL

- Weeding analysis continues. Cab will share information he has to date with Board. Item will stay on AL
- Investment companies scrubbed
- Review Library policy regarding book challenges will stay on AL
- Portable generator scrubbed
- Alternates for now scrubbed. Michelle said she was going to bring in someone next meeting who may be interested, and that would fill our positions
- Future projects scrubbed as Library Renovations would use a major portion of our Library funds
- Review of By Laws and Trustee Duties will stay on AL
- Strategic Plan update is scrubbed as the Library Project is basically planning for the future of the Library

Library Renovation – The immediate timeline for this project, as well as warrant article information and the ability of the Board to get it all done was discussed. It was agreed that jumping in with an initial concept at this time would be too much, too soon.

Several suggestions were made:

- Make a list of suggested Libraries to visit – staff and Board – not set in stone
- Create a spread sheet with Google Docs so all could add pros and cons of each Library visited (Melissa offered to create)
- Facilitate a meeting of staff and Board after information on other Libraries are mostly complete
- Visits should be to Libraries that have had modernizations within five years/newly constructed
- Review the space audit that Hampstead had done

The Board also agreed that we would like to further consider whether or not to put the project out to bid. Further discussion is needed.

Meeting adjourned at 7:55 pm

Next meeting: July 11 at 6:00 pm

Respectfully submitted,

Jennifer Kiarsis
Secretary