

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
November 8, 2023

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, November 08, 2023 at 6 pm.

Present: Megan Lee, Chair  
Melissa Theberge, Vice Chair  
Rosemarie Bayek, Treasurer  
Jennifer Kiarsis, Secretary  
Michelle Sykes, Trustee at Large  
Kathleen Slade, Alternate

Not Present: Mary Gori, Alternate

Others Present: Cab Vinton, Library Director

**Call to Order**

Meeting was called to order at 6:05 pm.

**Secretary's Report**

Motion to accept the minutes of October 11, 2023, was made by Rosemarie Bayek, seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Motion to accept the minutes of a special meeting held October 18, 2023 was made by Rosemarie Bayek, seconded by Jennifer Kiarsis. Motion approved: Ayes 3, Opposed 0, Abstentions 2.

**Treasurer's Report**

- Report reflects slightly over budget however once we back out the reimbursable expenses and passport postage we will be in good shape
- We are 90% under budget for repairs and maintenance basically because we did receive the Capital Reserve Fund check which was a huge help. On budget in most places except Online Resources and Programs.
- Gas has been bouncing above and below the threshold that moves us from a less expensive class of customer of Unitil. G40 is the cheapest, where you pay \$80 per month as a service charge. If you are above 8000 therms you are bumped up to a G41 rating and the service charge is \$225. Therms are monitored monthly and recently we dropped below 8000 therms at which time Cab contacted Unitil and we are now back to the G40 class for the next 12 months.
- The insurance payment for the parking light pole damage was received from the driver's insurance.
- The Primex rate was received the day after the meeting with the Board of Selectmen. The rates are .09 % higher than the budgeted amount.
- Interest in the NH Public Deposit Investment Pool (NHPDIP) this past month was 5.7%. Three new accounts are awaiting transfer to the NHPDIP. Megan Lee will assist with completing the paperwork for the transfer of funds.

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

### **Correspondence and Communication**

- Cab is awaiting response from the Board of Selectmen regarding the rate increase by Primex.

### **Friends of the Library**

- The Appraisal event was held in October and was a success.
- There will be a flower arranging event in December the three arrangements will be raffled off.
- Friends will put together a basket for the Festival of Trees as well as a holiday basket which will be in the Library.
- An appreciation luncheon was held for the Library staff.

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

- No interaction in the last few months.
- A new director for Sandown Library is expected to begin on Monday. Once settled in Cab will check in with her.

### **Director's Report**

- Cab reported the Investment Policy may be up for review and he will double check. If due the policy will be sent to the Board members.
- The pressure washing is due to be completed within the next week or so.
- The Library's mobile cell plan was discussed and the Board agreed to allow a former Trustee to participate in the plan. Cab will follow up to determine if the Employee Handbook needs to be revised.
- The Nelson room is frequently booked for private gatherings. The parameters around the cost of the rental, the food allowed in and the amount of the security deposit need to be discussed and updated. Cab will follow up on the cost of carpet cleaning. Primex will also be contacted for input.
- Cab requested that the trustees who attended Trustee training this year review notes and determine what areas they would like to revisit/learn in the upcoming year.
- The Annual Holiday dinner is upcoming so the Board discussed the venue and the date is to be determined.
- Cab discussed that the Fine policy was suspended during COVID and should now be officially revoked.

Motion for the Plaistow Public Library to officially become fine free as of November 8, 2023 for reading materials/non equipment returned late was made by Jennifer Kiarsis, seconded by Melissa Theberge. Motion approved: Ayes 5, Opposed 0, Abstentions 0

### **New Business**

- Megan shared photos of her visit to the Hopkinton Library. Discussion focused on the outdoor space, main desk, children's space, and young adult area relative to our Library. It was agreed that these visits continue to be helpful in expanding ideas on how space can be used.

Meeting adjourned at 7:25 pm

Next meeting: December 13 at 6:00 pm

Respectfully submitted,

Mary Corsetto

DRAFT