

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Special Meeting**  
**January 11, 2018**

The Plaistow Public Library Board of Trustees held a special meeting at the Public Library on Thursday, January 11, 2018 for the purpose of planning this year's Candidates' Night event.

Present:                   Catherine Willis, Chair  
                              James Peck, Vice Chair  
                              Jane Query, Treasurer

Not Present:             Jennifer Kiarsis, Secretary  
                              Rosemarie Bayek  
                              Michelle Sykes, Alternate

Others Present:         Cab Vinton, Library Director  
                              Scott Campbell, Programming Consultant

Cathy Willis called the special meeting of the Board of Trustees to order at 3:39 p.m.

Candidates' Night is currently scheduled to take place on February 20, 2018. The group reviewed the after-action notes from 2017 and agreed to make the following changes and improvements:

- Refreshments will be served at 6:30, with the event starting at 7:00. The public will be invited. Cab will ask the Friends if they would like to sponsor the refreshments.
- A box will be available at the Library for the submission of questions.
- In accepting questions ahead of time, we'll make it clear that there may not be time to ask every question and that the Moderator reserves the right to rephrase questions for clarity and concision.
- The Library will distribute the format for the event to the candidates in advance.
- Candidates will be invited to make copies of campaign materials available.
- The Library and moderator will make it clear which candidates are incumbents vs. challengers.
- The Library will not be accepting questions online *during the event*.
- Scott is working with Dean Zanello on improving sound for those attending the event in person. He will also ask if there's a better way to coordinate the tape changes.
- The moderator will be either Norm Major or Bob Harb. Jim will check with Bob to confirm his availability.
- Cathy will contact the Town Clerk to determine whether a letter of resignation from LuAnn Blair is needed.
- Cathy will coordinate a snow date with Dean Zanello.
- Cab will contact the Town Manager to see if the Town would like to provide any additional information about the potable water-related warrant articles.

In most other respects the logistics and format of the event will follow the plan from last year's event.

Adjournment at 4:32 p.m.

Respectfully submitted,

Catherine Willis  
Chair