

**PLAISTOW PUBLIC LIBRARY  
Board of Trustees Meeting  
December 11, 2018**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, December 11, 2018.

Present: Jennifer Kiarsis, Secretary  
James Peck, Chair  
Jane Query, Treasurer  
Rosemarie Bayek  
Michelle Sykes, Friends of the Library, Alternate (voting today)  
Megan Lee, Alternate

Not Present: Catherine Willis, Vice Chair

Others Present: Cab Vinton, Library Director  
Melissa Theberge, Minute Taker

**Call to Order**

Jim called the meeting to order at 10:35am.

**Secretary's Report**

Motion to approve the regular meeting minutes of November 13, 2018 was made by Rosemarie Bayek, seconded by Jenn Kiarsis. Motion approved: Ayes 3, Opposed 0, Abstentions 2 (Peck, Query).

**Treasurer's Report**

Jim, as Financial Analyst, showed a full year-to-date report as of early December. He noted a balance, and Cab is looking at some planned expenses, prioritizing what needs to be done, and which funds could be used for certain projects. This year is tighter at year's end than in the past due to HVAC concerns, and other expenses. Jim also presented a YTD report about funds, including the consolidated funds and withdrawals for larger projects like countertops, programs, door repairs, etc. Even with extensive expenditures, there is significant growth this year, with Passport income factored in as well. Jim suggested looking at spending the annual earnings each year, unless there is a special capital expense project. He would also like to move some funds into a higher-earning account.

Motion to approve the Financial Report was made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Correspondence and Communication**

None

**Friends of the Library**

Michelle shared that the Vendor Fair was a bit less profitable than last year, and with estimated expenses she guessed they will net about \$1200. They are looking at what projects they can contribute to in 2018. Yoga has been exceptionally profitable this year. Friends will meet again this coming Friday to vote on some expenditures.

**Southern NH Library Cooperative**

No significant news on "One Book" collaborative project. Fines discussion is also still ongoing.

### **Building Project Update**

- *Comfy Chairs*: Ordered and due to arrive December 26. There are 24 chairs coming.
- *Children's Furniture Upgrade*: Cab thinks Jen has a plan and they need to just make final decisions. Fundraising, Cullen memorial funds, and Friends donations are going toward the Lego table.

### **Action List**

Tabled until next meeting.

### **Director's Report**

- *Health Insurance Plan*: Cab has worked out most details, and has held an info session with employees. Some are trying the new plan. The savings for the library could be significant. Dental coverage improvements are looking great too.
- *Energy Audit*: Site visit has been completed and the report is due in January, at which point results will be shared. Unutil's energy audit program for the boiler would require replacing the boiler for any additional savings. It's far too expensive to consider this until it causes problems.
- *Atrium Fans*: Cab and Scott ran a temperature test in the atrium and fans may not actually create any savings.
- *Attic Sprinklers*: These are on a 20-year replacement schedule which is fast approaching. The current sprinklers may also be in recall from many years ago. Replacement would be about \$14,000. There may be other options including a full fireproof insulation layer. Cab is in the early stages of researching this.
- *New Year's Eve*: Cab would like to close the library.

### **Old Business**

#### *Final Approval of Library Employee Handbook*

The Board offered informal gratitude to Jenn and Cab for their extended work on this project. Cab said staff input was solicited. Cab noted that a password-protected portal will be made available on the website for Trustees. Jenn explained that the handbook will be reviewed in 2 years, in quarters.

Motion to approve the Handbook as edited, was made by Jane Query, seconded by Rosemarie Bayek. Motion approved: Ayes, 5, Opposed 0, Abstentions 0.

Jim offered gratitude to the Board for a successful year, specifically for their hard work on individual goals.

Next Meeting: January 8, 2019

Adjournment: 11:13am

Respectfully submitted,

Melissa Theberge  
Minute Taker