

**PLAISTOW PUBLIC LIBRARY  
Board of Trustees Meeting  
January 15, 2019**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, January 15, 2019.

Present: James Peck, Chair  
Jane Query, Treasurer  
Rosemarie Bayek  
Megan Lee, Alternate (voting today)

Not Present: Catherine Willis, Vice Chair  
Jennifer Kiarsis, Secretary  
Michelle Sykes, Friends of the Library, Alternate

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

**Call to Order**

Jim called the meeting to order at 10:36am. Jim appointed Megan to vote today.

**Secretary's Report**

Motion to approve the regular meeting minutes of December 11, 2018 was made by Rosemarie Bayek, seconded by Megan Lee. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim distributed year-end numbers for 2018. Passports proved to be quite profitable, processing about 345 applications. He also summarized fund balances. About \$21,000 was spent from these accounts in 2018 and there was still a net increase of about \$5000 (due largely to special projects line). After final expenditures, \$130 was returned to the town.

Jim asked for ideas for additional income-generating ideas. Cab suggested after-hours digital lockers, perhaps using a vestibule, an additional construct (shed-style), etc. This would be for businesses who would pay a monthly fee and would provide an after-hours option for library use.

Motion to approve Treasurer's Report made by Megan Lee, seconded by Rosemarie Bayek. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

**Correspondence and Communication**

None

**Friends of the Library**

None

**Southern NH Library Cooperative**

Cab reported that the One Book program is still in progress.

### **Building Project Update**

Nelson Room Comfy Chairs are here and seem to be working well and groups who have used them seem pleased. Children's Furniture Upgrades: Some new items have been delivered and arranged in the area. Table and chairs are on their way and should be in by the middle of February. The Lego table is due to arrive within about a week.

### **Action List**

Tabled in Jenn's absence.

### **Director's Report**

- *Building*: Cab talked to the fire protection engineer and he said the recalled sprinklers can't be insulated as a substitute plan which means the sprinklers need to be replaced. This will cost about \$14,000 and the funds for this will best come from the Capital Reserve Fund. Cab will talk to Carter about getting on the schedule.
- *Nitrogen Generator*: This is running more frequently than it should be despite repair to the leak. It will require another leak test, but this cannot be done until spring. Cab is monitoring system usage in the meantime.
- *Part-time help for Children's*: Jane asked about this and Cab said Jen O. is going to help with Jen D. in the amount of 6-8 hours a week to see how that works. The extra cost of this will be about \$1250 for a 3 month trial time.
- *Dental Update*: Cab had a correction to the dental insurance plan. Instead of being only \$30 increase per year, it's about \$350 per year.
- *Candidate's Night*: Plan for this is underway and it will be held on March 5, one week before election day. Trustees on ballot: Rosemarie Bayek & Jim Peck.
- *Town Report*: Cab has sent this in already.

### **Strategic Plan**

Cab presented a printed summary sheet of the strategic plan goals. On the printed document he distributed, the blue portions indicate finished projects. Bold type indicates additions to original plan, and he highlighted these at the meeting:

- Community Led Programs are happening and seem successful with a 1 per quarter goal. There is a weight loss and essential oils program and a "smarter homes" program.
- Family Places: Jen is planning to visit libraries that are doing this. These programs are expensive and would perhaps require a grant to implement fully.
- Digital Sign: Cab would like to meet with Atkinson to discuss how to implement this politically.
- Welcome Wagon: This open house event will be held on March 9 11am-2pm. Hoping to offer some swag with the help of Friends.
- Tech Plans: Scott has been researching other library practices and this is being worked on.
- Hot Spot: This is checked out about half of the time which is good. Another option is a Tech Soup device that may be less expensive.
- Nelson Room: Chairs are in, and door codes are now available for after-hours use.
- Dewey Signs: These will be fixed to be more useful on ends of aisles. The Demco company offers solutions and ideas for these kinds of upgrades.
- Outsourcing: Program assistance would be helpful, perhaps on an independent contractor basis, maybe working with Scott on a big program per quarter for example. Looking at a potential candidate for this.

- Wealth Management: Jim and Cab are meeting with someone about higher interest options.
- Teen Advisory Board: Jen has been meeting with a group of teens for a few months now and is hoping to get more input from them.

### **Old Business**

Energy Audit: Cab has talked to the firm the town uses and they are writing the library's report and he will have this shortly.

### **New Business**

- Deliberative Session is Saturday, February 2 at 9am.
- Trustee Goals for 2019. Some will carry over from the previous year.
- In regard to Jim's goal around landscaping, he has bids for tree removal along Main St. and he will give the go-ahead to the lowest bidder this week. Jim would also like to see history books used more. Cab said to do that, they are planning to include the room as part of the open house tour and also offering a "gem of the month" type of display in the library. Jim would also like to know the value of the books but Cab will check with Raven on this to see if it was already done. He would also like to know which books were in the original library. He said the old town reports from the 1890s include book lists.
- In regard to Rose's scholarship criteria there are a few specific details to be decided.

Next Meeting: February 12, 2019

Adjournment: 11:45am.

Respectfully submitted,

Melissa Theberge  
Minute Taker