

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**April 9, 2019**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, April 9, 2019.

Present: James Peck, Chair  
Catherine Willis, Vice Chair  
Jennifer Kiarsis, Secretary  
Jane Query, Treasurer  
Michelle Sykes, Friends of the Library, Alternate (voting today)

Not Present: Megan Lee, Alternate  
Rosemarie Bayek

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

**Call to Order**

Jim called the meeting to order at 10:37am. Jim appointed Michelle Sykes to vote today.

**Election of Officers**

Motion to maintain officers as named in 2018 was made by Cathy Willis, seconded by Jenn Kiarsis.  
Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Secretary's Report**

Motion to accept the minutes of February 12, 2019 was made by Jane Query, seconded by Michelle Sykes. Motion approved: Ayes 3, Opposed 0, Abstentions 2 (Willis, Kiarsis).

**Treasurer's Report**

Jim reported on the analysis of the budget numbers through March. Appropriation funds arrived a little earlier than anticipated. Hoopla service is becoming more popular and involves a flat rate per checkout. Cathy asked for details about its purpose and Cab explained that it offers variety and efficiency which is different from the current Overdrive plan. Salary numbers are shifting as substitutes are utilized and also due to extra support in the Children's area. Supplies are overbudget slightly due to furniture, but this is a known overage and may come from "Restoration & Replacement". Technical Services is up a bit due to computer updates. Electric is on/under budget. Passports are still going strong. Jim is interested in additional income streams. Cab suggested an electrical car charging station.

Jim summarized the Funds report. No major changes to report. Cathy asked about progress on possibility of moving the fund accounts. Jim described a meeting he had with Cab and Steve Stokes from Bearing Point, the investment management company used by the town, but there were no firm recommendations just yet.

There was discussion about Jim being able to sign checks again now that he is no longer Town Auditor. He and Jane will work out the details at the bank.

Motion to accept the Treasurer's Report was made by Cathy Willis, seconded by Michelle Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

### **Correspondence & Communication**

Cab received a thank you note from the Senter family for the gift.

### **Friends of the Library Report**

- Yoga is still going strong.
- The Mother's Day basket drawing is ongoing.
- They are setting up an Old Home Day table as well and working out what they will do and offer.
- For National Library Week, the Friends are hosting a lunch for the staff on Thursday.

### **Southern NH Library Cooperative**

Cab said that the annual meeting is coming up, including by-law review, on May 6, 2019. KOHA upgrade is happening in the coming months as well.

### **Building Projects Updates**

- Paving: Cab reported an update to bids and he is ready to make a formal recommendation to the Board of Selectmen. Cathy asked about adding a handicapped spot along the side. Cab will look at the area with her. He is scheduled to bring recommendations to the Board of Selectmen in a week.

Motion to recommend to the Board of Selectmen to withdraw \$8625 from the library Capital Reserve Fund for Petra Paving, Inc. made by Jenn Kiarsis, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

- Attic Sprinklers: Cab said the current quote is less than before.
- Children's Furniture Upgrades: Jen thinks that for about \$1000 she can make some key upgrades, utilizing a donation she has received.
- Energy Audit Projects: Jim said the town had several audits done and returned a list of projects and possible paybacks on projects. Projects with the highest return were prioritized, some of which are at the library. Town energy fund would be utilized in part to pay for any projects. Most projects at the library involved insulation and ice dam prevention. Jim felt the 15-year payback on these particular projects is not worth it. There was discussion about other ways to prevent ice dams as well as the other priorities the CIP indicates for use of the Capital Reserve. Additionally, there is an electricity fixed pricing contract coming up for the town that might provide additional savings. Jim suggested looking at solar panels again, possibly in coordination with a roof update.
- LED Update: Cab presented a report to the town about electricity use being down 41% and the project will pay for itself in under 3 years. The savings is about \$12,000 per year, compared to if the LED project hadn't been done.
- Termites: Nelson Room Kitchen has an issue with termites. Quotes are in from 3 companies, varying in scope and plan. Cab is looking at one company in particular and Jenn is going to do some follow up work with him.

### **Action List**

Jenn was able to mark several projects as Completed. Other projects are listed here:

- Sign: Still pending.

- Trustee Goals: Cathy has a meeting on Thursday about senior goals and has invited people to participate in a senior focus group.
- Active Shooter Training: Still pending.
- Capital Reserve Fund Accounting: Ongoing
- List of Building Maintenance: Cab said there is an informal understanding of the plan.
- Digital Town Reports: Still pending (Jim)
- Tree/Wall project: Ongoing, in progress. Trees are down. Need reasonable stump removal.

#### **Director's Report/Strategic Plan Update**

- Open House on March 9: Went well and there seemed to be a general increase of activity after this. Areas to improve would be maybe offering demonstrations on Hoopla, etc. but this could be done at another time as well. Some discussion about incorporating other town departments.
- Cab met with an IT person about some updates but there is nothing to report just yet.

#### **Old Business**

Candidates Night Critique: Difficulty with sound, both in the room and for the livestream.

#### **New Business**

Old Home Day is June 22.

There was brief discussion about the icy walkway in winter and maintenance of this, for safety, as well as how to manage the run-off from those areas of the roof where water pours on the walkway.

Adjournment: 12:15pm

Next Meeting: May 14, 2019

Respectfully submitted,

Melissa Theberge