

**PLAISTOW PUBLIC LIBRARY  
Board of Trustees Meeting  
November 12, 2019**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, November 12, 2019.

Present: James Peck, Chair  
Catherine Willis, Vice Chair  
Jane Query, Treasurer  
Michelle Sykes, Friends of the Library, Alternate (voting today)  
Rosemarie Bayek (arrived at 10:40)

Not Present: Jennifer Kiarsis, Secretary  
Megan Lee, Alternate

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

**Call to Order**

Jim called the meeting to order at 10:32am. Jim appointed Michelle Sykes to vote today.

**Secretary's Report**

Motion to approve the minutes from October 15, 2019 was made by Jane Query, seconded by Cathy Willis. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

**Treasurer's Report**

Jim reviewed the Budget to date. There are no significant changes and numbers are running very slightly under budget. Cab has been tracking unusual expenditures so they can review the projects individually for budget inclusion in the future. Cab reviewed briefly how the healthcare plan is working well. Jim said salaries are over-budget, and much of that is due to Jen's increase in hours in the children's area. Jim also briefly reviewed the Funds report with current balances.

Motion to approve the Treasurer's Report was made by Cathy Willis, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

**Correspondence and Communication**

Jim reported that the Trustees made a donation made to Honor Flight in memory of Roy Jeffrey. The Friends contributed as well.

**Friends of the Library**

Michelle shared that the Vendor Fair is next Saturday, November 23, 9am-2pm. Yoga is still earning well.

**Southern NH Library Cooperative**

KOHA is releasing an upgrade soon so the staff is learning about the few new changes. The Kimi Nichols program is going well and the Cooperative suggested working together to provide something as a thank you. Cab has learned that a projector would be a worthwhile and useful gift for the center.

**Action List Update**

Tabled.

## **Strategic Plan Report**

No formal update today. Tabled until perhaps the new year for a more complete review.

## **Director's Report**

- Cab said the art rails for hanging art have been installed. Rich did a great job with installation. The Friends paid for the rails, approximately \$1500. The rails provide flexibility for mounting art.
- Scott has reserved the date with 110 Grill for the holiday lunch on December 19, 12-3pm.
- Health Plan: Cab told the Trustees they are eligible for "Employee Support Services" through HealthTrust.
- Staff Perk: Cab also learned about a program that offers discounts to concerts, movies, etc. Cab will share the website with the Trustees for more info.

## **Old Business**

- Stone Wall: Total cost is \$17, 125. Jim and the Board are very pleased with the final results – it looks great! Jim suggested naming the wall, perhaps in time for the 20<sup>th</sup> celebration.
- 2020 Budget: Cab reported that they have met with the Selectman and it has been approved and is going to the Budget Committee. He and Jim met with various Chairs, explaining that the budget, without a Warrant Article, results in a reduction of -6.5% for the library, which exceeds the -5% goal for the town. Cab explained that the library does best when it asks for just what it needs, not more, which is part of the rationale for not asking for a Warrant Article.
- Message Board: Jim is investigating working with the same company as the stone. Standards of operation need to be drafted, noting when the sign will be on/off, etc. There was discussion about inviting participation from local clubs for help in funding.

## **New Business**

- Right to Know Request Status: A RTK request was made by Julian Kiszka, as a citizen rather than Selectman, on October 30, 2019. The Library responded within the due time to the request for information about Funds accounts. Based on the research, Jim would like to suggest reaffirmation of the Funds' intent.
- RTK Policy: Cab provided a draft document of a Library Right to Know request form. The policy draft follows the format of other libraries in its current form.

Motion to approve the Right to Know policy and Request form with the edit of adding an optional question about purpose of the request was made by Rosemarie Bayek, seconded by Cathy Willis. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

- Funds Policy Review: Jim provided a draft, based on a town document he wrote, and which includes details about Funds usage. The Board will review the draft and consider voting at next month's meeting. There was brief discussion about the Friends' support is a unique benefit.

Adjournment: 12:08pm

Next Meeting: Tuesday, December 10, 2019, 10:30am.

Respectfully submitted,

Melissa Theberge, Minute Taker