

**Board of Trustees Meeting
December 10, 2019**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, December 10, 2019.

Present: James Peck, Chair
Jennifer Kiarsis, Secretary
Jane Query, Treasurer
Michelle Sykes, Friends of the Library, Alternate (voting today)
Megan Lee, Alternate (arrived 10:50 and was also appointed to vote)

Not Present: Catherine Willis, Vice Chair
Rosemarie Bayek

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 minutes from a special meeting held on September 17, 2019 was made by Jane Query, seconded by Michelle Sykes. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Motion to approve minutes from a non-public meeting held on September 17, 2019 was made by Jane Query, seconded by Michelle Sykes. Motion approved: Ayes 3, Opposed 0, Abstentions 1 (Kiarsis).

Motion to approve minutes from a regular meeting held on November 12, 2019 was made by Jenn Kiarsis, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 0.

Treasurer's Report + Financial Analysis

Jim reviewed the budget sheet to date and briefly explained variances. Numbers are favorable as the year comes to a close. Cab will work to make sure the budget comes out even at the end by managing bill paying in the final days of December. Funds accounts were utilized well on projects, including the completed stone wall. Cab mentioned the PayPal account needs to be transferred by year-end as well.

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

Correspondence and Communication

Cab shared a note sent from a local family expressing thanks to the library for excellent programs. He also shared a thank you note from a group that uses the activity room.

Friends of the Library

Michelle shared strong numbers from fundraising this year, including the successful yoga programming.

Southern NH Cooperative

Kimi Nichols—Cab said they are in need of a projector and iPad so the cooperative worked together to provide this to them for a minimal shared cost. What they do for the library cooperative is valuable and appreciated!

Action List

- Ceiling tile replacement – Cab was to speak with Rich. Ongoing.
- Message Board – Jim said he’s expecting an estimate from the mason. Standards and procedures also need to be written. Ongoing.
- Fundraising ideas for message board – Jim had mentioned asking for participation. Ongoing.
- Envelope contractor re: energy audit. Being removed from list.
- Planning Commission – Rockingham County Electric data collection. Cab will report savings in April.
- Active shooter training – Cab has been in touch with the police but nothing planned yet. He has a meeting with the Chief this week. Ongoing.
- Scholarship qualifiers – Michelle and Rose will discuss. Ongoing.
- Technology plan – Ongoing.
- Playscapes – Ongoing.
- Digital town reports – Ongoing.
- Investigating solar panels for future project, possibly in conjunction with roof. Cab has talked to the energy commission about it. Ongoing.
- Electric car charging station. Keep on the radar but no action at this time.

Director’s Report

- Cab said he is working with the Timberlane High School along with Scott and Jenn on a NH Humanities grant. In conjunction with the author of *Hotel on the Corner of Bitter and Sweet* there is a 3-day program planned for April/May. The topic is internment of Japanese-American citizens during WWII.
- The town has invited the library to their annual party.
- Library lunch event is next Thursday 12pm – 3pm.

Old Business

- 2020 Budget – this was approved by the town boards.
- Funds Policy and Reaffirmation – Draft was sent to the Board for review. The proposal includes detailed requirements for minimum, target, and maximum balance amounts. Cab offered some wording edits to the draft.

Motion to approve the Funds Policy with the changes discussed was made by Jenn Kiarsis, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

New Business

- The trustees reviewed the existing Investment Policy as required annually with no changes made.
- Candidates Night – To be discussed next month.
- Approval of 2019 Donations-- \$1997 actual cash donations that were received into the Special Project account. There were in-kind donations as well.

Motion to approve the donations received in 2019 in the amount of \$1997 was made by Jenn Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Next meeting: Tuesday, January 14, 2020
Adjournment 11:40.

Respectfully submitted,

Melissa Theberge