

**Board of Trustees Meeting
January 14, 2020**

The Plaistow Public Library Board of Trustees held a regular meeting at the Public Library on Tuesday, January 14, 2020.

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

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 10:30am. Jim appointed Michelle Sykes to vote today in place of Jennifer Kiarsis.

Secretary's Report

Motion to approve minutes for the meeting held on December 10, 2019 was made by Rosemarie Bayek, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstentions 1 (Willis).

Treasurer's Report and Financial Analysis

Jim presented the report with year-end numbers. There are a few areas of expected overages, and several areas that were under-budget. To that point, Cab distributed a document about Health Insurance plan comparisons, which revealed a significant savings in just one year. He reported that experience with the new plan was positive overall for the library staff. For budgeting purposes, they pre-funded the 2020 cost with some of the unused funds. The former "Cadillac" plan is now off the books, leaving this new plan as the current option, and when asked, Cab explained that the new plan is not higher risk.

Jim reviewed the Funds Report for the full year, which reflects significant expenditures for projects in 2019, as well as reasonable interest gains.

Correspondence and Communication

Cab shared several kudos from the community that had come in via email, specifically thanking Raven and Scott for their support with passports and technology.

The library received a Certificate for Achievement for Exemplary Performance from the US Department of State, based on an audit that took place recently for the passport service.

Friends of the Library

Yoga in 2019 was quite successful, both for the yoga instructor and for the Friends. Class sizes are large and the program is going strong.

Southern NH Library Cooperative

Cab said they are meeting at the end of the month. The draft for the grant application for the Community Read is in and will involve another collaboration with the high school as well as other libraries. The grant funds would allow for two visits from the author as well as other needs for the project.

Action List Update

- Ceiling tile replacement– Cab said it's in progress
- Candidates Night on March 3 – Jim is working on it.
- Scholarship – Rose and Michelle will have more to share next month.
- Electric Co-operative data update – Cab will show savings report in a few months.
- Message board update – Jim is in touch with the mason. Will also talk with Lions Club.
- Active shooter training – Cab has been calling to schedule and has heard that there is nobody certified to provide the training. Jim will reach out to the PD.
- Technology plan – Cab says a draft is in progress.
- Trustee Goals – to be discussed next month. Everyone is invited to come with new ideas.

Director's Report

All topics are covered in other portions of the meeting.

Old Business

- Electric Contract + LEDs -- Cab ran an end of year comparison showing that the savings due to LED are about \$12,000. Jim asked about brighter bulbs in main areas.
- Town Report 2019 Statistics – Cab shared a draft of 2019 numbers.
- 20th Anniversary Celebration – May 16 is the tentative date. Jim, Rose, and Michelle will serve on the committee. Cathy will be working on the time capsule.

Next meeting: Moved to Tuesday, February 18, 2020 at 10:30am, due to the Primary voting.

March meeting: Moved to March 17 due to town election.

Adjourned 11:29am
Respectfully submitted,

Melissa Theberge