

**Board of Trustees Meeting  
September 15, 2020**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, September 15, 2020.

Present: James Peck, Chair  
Catherine Willis, Vice Chair  
Jane Query, Treasurer  
Jennifer Kiarsis, Secretary  
Rosemarie Bayek  
Michelle Sykes, Friends of the Library, Alternate

Excused: 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.

**Secretary's Report**

Motion to approve the minutes for the meeting held on August 18, 2020 was made by Rosemary Bayek, seconded by Cathy Willis. Motion approved: Ayes 4, Opposed 0, Abstained 1 (Kiarsis)

**Treasurer's Report**

Jim reported that for the year so far, the library remains under budget. Cab explained the health plan a bit and the challenge in budgeting for what is essentially "self insurance" but that it seems to be working well and allowing for a status of being under budget. With Cab said that staffing costs are as-expected with a reduced need for subs of course in recent months during the closing. Online resources are up a bit but this will not result in over-spending for resources in general. Facilities is holding steady with no major issues at this time.

The Funds report is earning steady amounts each month, though the lack of passport income is obvious. Cab said that passports might return in the next few months and Raven is keeping tabs on that and when it's best to restart.

Motion to accept the Treasurer's report was made by Jenn Kiarsis, seconded by Rosemary Bayek. Motion approved: Ayes 5, Opposed 0, Abstained 0

**Correspondence and Communication**

- Cab shared about a virtual reopening conference that is available to all if interested.
- Jim shared a letter from the NH Library Trustees Association about a nomination that was made for PPL to be a NH Library of the Year but another library was selected instead. The Board does not know who submitted the nomination.

**Friends of the Library Report**

Yoga continues to do well with participation and with earnings. With so many cancellations, they are looking for new ideas including an at-home wreath decorating event.

**Southern NH Library Cooperative**

Cab said they had a recent meeting in person and that Sandown has decided to remove fines. There are no other major initiatives to report.

**Director's Report**

Cab shared that the state library ILL system is back up and running and the vans will be back to delivering materials next week.

**Old Business**

None

**New Business**

Paul Lucia, the building supervisor for the town, has given his notice. Cab was tasked to see about ending the current arrangement where PPL contracts with the town to have work done at the library. He brought this to the board and shared that he thinks this is a mistake where right now there is shared work between the town and the library which is mutually beneficial on many levels. Changing this leaves the library with a separate employee and no opportunity for shared responsibility in case of illness or storm work. In general the Board doesn't see the change as being cost effective or advantageous from a productivity and shared work view. After some discussion, they are going to wait and see what steps the town takes next with the position.

2021 Budget—Jim said that he and Cab have been discussing this already. There is no official guidance yet on percent increase recommendations. Cab shared some informal data from other libraries where the general expectation is level funding or just slight increases. Discussion centered around how 2020 has been unique in that the building was closed for some time so that knowing how to budget for 2021 includes many questions and unknowns. As a start, Cab suggested looking at making a level-funded budget until there is more information.

Motion to enter Non Public Session was made by Rosemarie Bayek; seconded by Catherine Willis. This meeting was called to discuss personnel matters in accordance with RSA 91-A:3, II(a).

Roll call vote to enter Nonpublic session:

Jim Peck YES

Catherine Willis YES

Jennifer Kiarsis YES

Jane Query YES

Rosemarie Bayek YES

Public session reconvened at 11:55 am after discussion regarding the review and compensation of the Library Director. Jim Peck will have a meeting with the director on Wednesday, September 18, 2020.

Meeting adjourned at 12 noon.

Respectfully submitted,

Melissa Theberge