

**Board of Trustees Meeting  
October 13, 2020**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, October 13, 2020.

Present: James Peck, Chair  
Catherine Willis, Vice Chair (on Zoom)  
Jane Query, Treasurer  
Jennifer Kiarsis, Secretary  
Rosemarie Bayek  
Michelle Sykes, Friends of the Library, Alternate  
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 with edits recommended by Jenn Kiarsis, held on September 15, 2020, was made by Rosemary Bayek, seconded by Jane Query. Motion approved: Ayes 5, Opposed 0, Abstained 0.

Motion to approve the non-public minutes from the meeting on September 15, 2020 was made by Jenn Kiarsis, seconded by Jane Query. Motion approved: Ayes 4, Opposed 0, Abstained 1 (Willis).

**Treasurer's Report**

Jim reported that for the year so far, the library is about \$30,000 under budget so the gap is narrowing. Much is the same as before. Facilities is about \$5000 under budget, Materials is about \$4000 under budget. Health care is about \$15,000 under budget. Cab reported that he had been planning to return to Health Trust for some of the benefits but said he didn't really like how they handle the FSA and Health Reimbursement Account expenditures in terms of the cost outlay for the library up front with matching funds. Based on Cab's talks with Health Trust the library might not make this change. Any changes would be for 2021, not the current year. Budget-wise everything is fine for the current year but decisions will need to be made for next year.

Jim explained that the Passport Postage line of \$604 will be moved. This program may get to restart soon.

The Funds Report reflects about \$500 in income but without passports it remains lower than usual.

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

**Correspondence and Communication**

None.

### **Friends of the Library**

Michelle said the bags that were ordered have come in and will also be on sale. Wreath packages have gone out. More will not be ordered at this time. Yoga is still being held twice a week by Zoom.

### **Southern NH Library Cooperative**

Cab said Sandown has moved to a no-fines policy and he is waiting to see how that goes. The NH Humanities grant project was postponed until next year but with the travel involved for the author it's unknown when this can be rescheduled. Many other decisions would need to be made around in-person versus remote events, which is difficult with the unknowns of the pandemic.

### **Director's Report**

Cab has no new topics to share other than what will be addressed in New Business. Jenn asked about staff and Cab reported that overall they are doing remarkably well despite the challenges of work-life balance that are universal for all of us in a pandemic. He is encouraging the self-care steps of taking time when needed. Rose asked about how the patrons are doing and Cab reported a general good experience with the public overall and that the staff has been very comfortable at work. There was discussion about the local case numbers and how things seem manageable right now but he is keeping an eye on the data as it relates to library operations going into winter.

Cab said that despite closings and reduction of numbers in the building, the checkout volume is still at about 90% when comparing 2020 to 2019 which is impressive given the pandemic limitations.

### **Old Business**

- Janitor – Rich does not know of any changes yet to his position. After the last meeting, the recommendations against the change at the town-level were shared with the town leadership but there are no new updates to what changes in practical terms.
- 2021 Budget – Cab and Jim did prepare a flat budget for the town despite not having details about the janitor position. Health expenses will go up about 6% which would normally feel substantial but will be ok given other conditions in the budget.

### **New Business**

- Town Proclamation – Cab shared a proclamation that was given back when there was a plan for a 20<sup>th</sup> anniversary celebration. The Board of Selectmen did vote to do this back in June but it was received only recently. They declared June 24, 2020 as the Plaistow Library Day. Cab went to the Board of Selectmen meeting a week ago to acknowledge this and talk about the library a bit. Cab shared some data with the town about how over 1 million items have been checked out and 1 million visitors have come in over the 20 years the library has been at its current location.
- Digital Sign -- Jim and Cab are working on getting the sign done with the wood posts instead of the extra cost of stonework.
- Scarecrows -- Jim reminded the group that the maps are available at the library to see scarecrows.

Adjournment: 11:22am

Next Meeting: November 10, 2020 at 10:30am

Respectfully submitted,  
Melissa Theberge