

**Board of Trustees Meeting
December 14, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, December 14, 2021, at 10:30am.

Present: Megan Lee, Vice Chair
Jennifer Kiarsis, Secretary
Rosemarie Bayek, Treasurer
Michelle Sykes, Friends of the Library Representative
Mary Gori, Alternate

Not Present, Excused: Max Dobson, Alternate

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

Call to Order

Megan called the meeting to order at 10:37 am. Mary Gori was appointed to vote today.

Public Hearing:

Megan opened the Public Hearing, stating that the purpose of the hearing is to accept funds exceeding \$5,000, pursuant to RSA 202-A:4-c. She explained that there is a NH Humanities (SHARP grant) and the return of surplus funds

Megan invited public comment.

Plaistow resident Dennis Lupi asked if these projects were both grants. Cab explained that the health trust funds are actually a return of surplus for the past year. He explained that if a library puts up a Warrant Article asking Trustees to accept funds, the library is allowed to accept funds in the setting of a public hearing to enact this. Dennis asked: Do funds go back into the medical fund, or does it go back to library's discretion? Cab said the law indicates the funds can go to "any legal purpose" which provides options for the library. If it's not spent in the same fiscal year, though, the appropriation process takes place which includes transparent explanation of plans for usage.

Cab explained that the Humanities grant included technology for a new Story Walk and for technology that allows for livestreaming video for meetings and events.

With no further questions or comments, the Chair closed the Public Hearing at 10:47am.

Motion to accept \$13,000.00 from New Hampshire Humanities (SHARP grant) was made by Rosemarie Bayek, seconded by Jennifer Kiarsis. Motion approved: Ayes 5, Opposed 0, Abstained 0.

Motion to accept \$6,887.99 from HealthTrust (return of surplus for 2020-21) was made by Jennifer Kiarsis, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstained 0.

Cab added an explanation for how unused medical funds that were paid out by staff directly will be returned to them directly, not to the library.

Secretary's Report

Motion to accept the minutes from the meeting on November 9, 2021, was made by Jenn Kiarsis, seconded by Rosemarie Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Treasurer's Report

Cab shared some details from the Treasurer's Report. He pointed out a few details about the Funds report, noting that the library health funds, and memorial funds show some deposits and transfers that were made between funds. The percentage of unassigned funds would be ideally 35-45% and right now the library is at 42% which is good.

Cab noted that the trends on the budget remain the same as recent months. The bottom line is that while things appear under budget there are outstanding payroll payments (including wage adjustments) and other expenses that are pending and that will be processed within the final two weeks of the year. He expects to be under budget overall though. Will the library then put this toward projects or return it to the town is the key question? Cab noted the library hasn't had a Capital Reserve Warrant Article in a few years and decisions need to be made to finalize year-end spending projects. Jenn asked about encumbering it for a project like new carpeting in the meeting room. Cab said extra funds can be spent right away on such a contract or it can be encumbered for a project such as this. Cab has indeed made calls for carpeting estimates and also for roofing repairs, indicating there are definitely structural projects that can be addressed with these funds.

Cab reviewed the Programs line which is partially over budget. About five years ago, the Board agreed to supplement the Programs budget with library funds to support what the community wanted. Cab would like to keep it in the library's operating budget and then propose to the town what is really needed to meet the core mission of the library: materials and programming.

Utilities have fared well overall due to milder weather.

There were informal plans to have a small subgroup meet between Dec 25 and Dec 31. Megan and Jenn are out of town but can meet virtually. Rose, Michelle, and Mary are available in person. Dec 28 at 10:30am will be the tentative plan for meeting and conflicts can be sent to Megan.

Motion to accept the Treasurer's Report was made by Jenn Kiarsis, seconded by Mary Gori. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Correspondence and Communication

Jenn shared an email from James Peck which includes his resignation from the Board and some kind words for the Board.

Friends of the Library Report

- Michelle reported that yoga is still ongoing.
- The Plant Sale funds were partially distributed to the Children's department, and they are waiting to see if Jen has other needs.
- The Christmas basket drawing will happen soon.
- Next meeting of the Friends will be held in February.

Southern NH Library Cooperative

- The libraries are all instituting versions of mask requirements in their buildings as the winter surge increases.
- The Hampstead Director will be attending the next meeting to discuss the impact and feasibility of shared resources in the event of a disaster to a town. They will consider the options and challenges of such an arrangement. Jenn asked if Hampstead was interested in joining the cooperative, but Cab said that's not currently in discussion.

Director's Report

- Story Walk – Installation began yesterday and will hopefully be set up by the end of this week. Jen is planning an outdoor launch party event on January 8.
- Cab reached out to Denise at the Health Department about the NH mobile vaccine clinic. The town is not planning anything so the library is hosting one: Dec 28 10a-4p will be a vaccine clinic held at PPL. Cab will confirm which dose and/or boosters will be available. It will be an indoor event in the large meeting room, and he is gathering logistical information, so the library is prepared.
- Cab shared that Kate Thomas will now be working full time back in Hampstead which is a big loss given her IT knowledge. Rosalie Averill, a former page, is hoping to work during school break if possible.
- HVAC – the domestic hot water and baseboard system has two pumps to run it. Both were in disrepair, and both have now had repair work done. The recent cold day in the building was due to these difficulties.

Old Business

- Pandemic Update – Cab shared some case data. He shared that with the National Guard being called in and the NH hospitalization rates being over capacity, it seemed like a clear decision to return to mask wearing in the library for everyone over age 10. The library is not changing capacities in the rooms but for now the plan seems suitable. He is paying close attention to data and town information.
- Budget Surplus Discussion: A tentative meeting is set for Dec 28 at 10:30am to make final decisions. Cab explained that the town budget committee is going to meet Jan 4, which is late, but he doesn't expect that to impact anything. Cab will be there for that meeting and will ask in advance what questions they have.
- Board Positions: Jenn suggested keeping the positions the same and running meetings in the current roles and then voting for positions once the new board is established after elections. The board accepted that plan informally.
- 2022 Elections: There will be 4 open positions, two of which have 3-year terms, and two with 2-year terms. There was discussion about the current members and for which term they will be completing paperwork. The hope is that more alternates will be interested in participating in the new year.

New Business

- Recycling Dumpster – The town is looking for a few areas in town to place a dumpster and has asked the library to agree to house a dumpster. Cab shared some notes about it being emptied every two weeks. Generally, the Board is not in favor of this for a variety of reasons: the likelihood of it being unsightly, over-filled, or treated as a trash dumpster, the safety risk to patrons and especially children, and the traffic of vehicles that are not relevant to the library.

- Scholarships – The Friends will work with the high school to select their recipient and the Trustees will select their own. Rosemarie will reach out to TRHS in January.

Next Meeting: January 11, 10:30am

Meeting adjourned: 12:18pm.

Respectfully submitted,

Melissa Theberge