

**PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
November 14, 2022**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Monday, November 14, 2022 at 11:30am.

Present: Megan Lee, Chair  
Melissa Theberge, Vice Chair  
Rosemarie Bayek, Treasurer  
Michelle Sykes, Trustee at Large  
Mary Gori, Alternate  
Excused: Jennifer Kiarsis, Secretary

Others Present: Dennis Lupi  
Cab Vinton, Library Director  
Mary Corsetto, Minute Taker

**Call to Order**

Meeting was called to order at 11:34 am. The Chair appointed Alternate Mary Gori in place of Jennifer Kiarsis.

**Public Comment**

Dennis Lupi asked to say a few words in his capacity as the Executor of the Estate of Beverly Scott. Mr. Lupi explained that the library is a place, a safe haven, for those seeking such things as knowledge, wisdom, entertainment, adventure, companionship and most of all kindness. Ms. Scott was a very private person and the library was her sanctuary, made so by the kindness of the staff. Mr. Lupi stated that in the spirit of kindness he is proud to donate a check in the amount of \$200,000 to the Plaistow library for their graciousness and service to Mrs. Scott and others in the community. It was the people here that Ms. Scott interacted with on a regular basis that made this donation possible and kindness is the most valuable asset the library has. The check is a token of her appreciation for that. Mr. Lupi requested that the Library continue providing updates about potential uses of the bequest, now totaling over \$250,000. Trustees expressed their deep gratitude and Cab invited Mr. Lupi to reach out with any ideas he may have.

**Secretary's Report**

Motion to approve the minutes from the meeting of October 12, 2022 was made by Melissa Theberge, seconded by Rosemary Bayek. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report + Financial Analysis**

- Budget vs Actual, January through October 2022: Overall, the library is about \$10,000 under budget on target thru the end of October. However, this gap is expected to close with the rising energy costs.

- Building insurance reflects as \$4,000 under budget, following the return of funds from the Town.
- Cab questioned if the Trustees remain in agreement that a follow up reminder regarding the remaining 50% of the acknowledged Primex overpayment, which was included with the appropriation payment from the Town, be sent at the end of November.
- Under budget on Facilities, however we have not been billed yet by Pulsar (\$500-\$700) and for HVAC (\$1,800-\$3,600).
- A Budget Selectman had a question on why we were so far over budget on postage. Cab suggested the Board reconfirm using the funds from the passport account to cover the special second day air mailers. Cab to inquire with staff if there are sufficient supplies until the end of the year. If so, Cab will request the bookkeeper to move the passport-related expenses to the appropriate line at that time which will help with the budget.
- Cab shared that he has looked into the program line and learned that there are many moving parts to consider. Cab will continue to review all options keeping in mind that programs are a core function of the library. In previous years \$5000 was transferred from library funds to the program line and the Board will review whether another transfer makes sense next month. Cab noted that as a general rule he's granted the children's and adult program coordinators authority to commit resources to meet the community's needs as they see fit. They bring any out-of-the-ordinary requests to him for approval. The current budget report does not break down the programming budget by sub-accounts (children's, adult, supplies, marketing, etc.). The Board may ask Cab to create FY2023 budget numbers to make it easier to track these expenses.

In general, the library is about 2% under budget. Cab to further discuss the intent/wishes of Mrs. Scott with Mr. Lupi. A public hearing notice for the purposes of officially accepting a restricted donation will be posted and scheduled as required by New Hampshire law.

Motion to approve the Treasurer's Report was made by Mary Gori, seconded by Michelle Sykes. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

### **Correspondence and Communication**

- Cab reported there was a large meeting of home schoolers in the Nelson Room, after which some issues arose, one of which were stains on the carpet. It was noted that there was food present during that time. The group organizer was contacted and denied that there was any spillage. The group will be charged for the cleaning of the carpet. It was discussed that people have the ability to book meeting rooms online. Cab to review and ensure there is an area to acknowledge compliance with library policies when booking spaces.
- The library budget is on the Budget Committee agenda for tomorrow evening November 15<sup>th</sup>. Cab shared he received an email from the Chair of the Budget committee indicating that the Budget Committee did not have any questions for him so he does not need to attend to do a presentation. Cab to respond that he will be in attendance in the event any questions arise.

### **Friends of the Library**

Mary G. reported the Friends will be donating a basket to this year's Festival of Trees. The Staff Appreciation luncheon was held on November 1<sup>st</sup>. The next meeting will be held at the end of this month.

### **Southern New Hampshire Library Cooperative Report**

Cab shared the new brochure. Cab explained that annual meetings generally take place in May, which gives the Trustees a chance to be in the same place and meet each other.

### **Director's Report**

- All deficiencies noted during an onsite check of our public water system by the State have been resolved. An email confirming the resolution was received and Cab copied the Town Health Officer and other individuals at Town Hall. These inspections occur every 5 years.
- The library co-sponsored a candidates' forum with the NH League of Women Voters on October 27<sup>th</sup>. This went well with the exception of the microphones. There is no amplification in the room although it is fine on recording and live stream. Cab shared that he reached out to an A/V company in an effort to resolve this issue which is not new. Dean Zanello has requested he be present when the company does the walk through. Cab is working on coordinating a time that works for all parties.
- Through the end of this year, we will have saved roughly \$120,000 on Health Insurance since 2019 by switching to a higher deductible plan. From 2018 through 2023, Health Trust premiums have risen 30% but our budget line has decreased by 14%. Staff are spending roughly the same amount now as they did before on health insurance. However, about 45% of what they spend is now potentially available via their Flexible Spending Accounts to cover copays and other expenditures that are discretionary and/or not covered by our medical plan. In addition, because the Library fully matches staff's FSA contributions, even more funds are available for these purposes (up to \$4,500 for those on a family plan). Under the previous plan, these expenses would have been 100% out-of-pocket (i.e., in addition to any premiums paid).
- A donation was received from Dr. Charles Wicks in the amount of \$1000 which will be spent, for the most part, on science fiction books.
- Cab reported he has not heard from the Board of Selectman on the Warrant Article for the Capital Reserve Fund. The trustees agreed that \$50,000 is the amount being requested and asked Cab to email the Chair with the request as well as the article language and a copy to Megan.

### **Old Business - Action List**

- Trustee Duties/Review of By-Laws – will be discussed at monthly meetings beginning in January.
- Fire suppression system –final testing was not necessary; all is within code. Remove item from Action List.
- Staff Development/Book Challenges – Co-op and all staff are scheduled to meet with Assistant State Librarian November 30<sup>th</sup>.

- Primex – as discussed above, a follow up reminder regarding the remaining 50% of the acknowledged Primex overpayment, which was included with the appropriation payment from the Town, will be sent at the end of November.
- Programming Costs – to be reviewed in December.
- Trustee Alternates – Jenn D. has some potential candidates.
- Capital Reserve fund/Warrant Article - Cab to email the Chair of the Board of Selectmen with the request for \$50,000 to be added to the library Capital Reserve fund as well as the article language. A copy to the Chair of the Board of Trustees will be included.
- Digitizing Town Reports – the State library used grant money to perform digitizing. Cab did a count and believes there are only 20-30 that are not in PDF format so the scope of the project is much smaller. Ongoing.
- Future projects for memorial funds – Cab and library staff continue to work on narrowing down the proposed projects.

### **New Business**

Holiday Luncheon to follow the meeting of December 14, 2022. Cab to follow up with staff.

### **Other Business**

Melissa announced she will soon be beginning a full-time position and is hoping there is an alternative time to meet which will allow her to continue serve and will also meet the needs of the board.

Meeting adjourned at 1:17pm.

Next meeting: Wednesday, December 14, 2022 at 10:30am

Respectfully submitted,

Mary Corsetto  
Minute Taker