

PLAISTOW PUBLIC LIBRARY
MEETING OF BOARD OF TRUSTEES
Thursday, June 11, 2026

The Plaistow Public Library Board of Trustees held a meeting at the Library on Thursday, June 11, 2026 at 9:30 am.

Present: Randall Mikkelsen, Chair
Megan Lee, Secretary
Dolores Coyle-Quirk, Trustee at Large
Michelle Sykes, Trustee at Large
Kathleen Slade, Alternate
Mary Gori, Alternate

Not Present: Rosemarie Bayek, Treasurer

Others Present: Christine Muir, Library Director

Call to Order:

The meeting was called to order by Randy Mikkelsen at 9:35 am.

Secretary's Report and Minutes:

Motion to approve the minutes of May 14, 2026 was made by Megan Lee; seconded by Michelle Sykes. Motion approved: Ayes 4; Opposed 0; Abstentions 0.

Chair Report:

Randy reported there has been good publicity for the library lately with posts on Facebook. He encouraged everyone to share posts for the library on their own page and town pages to raise a positive profile.

Treasurer's Report:

Christine presented a new modified treasurer's report based on the discussion from the last meeting. She reports that any overages are not concerning at this point. Discussion covered Hoopla and its high expense as a place to cut back if needed, especially by adding more options for Libby to help our patrons.

Motion to approve the Treasurer's Report was made by Dolores Coyle-Quirk; seconded by Michelle Sykes. Motion approved: Ayes 4; Opposed 0; Abstentions 0.

Correspondence and Communication:

A lovely thank you note was given to the library staff from a long time patron who has used the library as a place to work for four years. It was mentioned to share the note with Cab.

Friends of the Library:

The Friend's appreciation luncheon was a success honoring the staff and awarding the scholarship to Owen Lee.

The next Friends event is a shredding event on the 27th of May.

The Friends are working on the Vendor Fair which is scheduled for September 12th.

Scholarship Award:

Michelle mentioned the friends are going to create their own criteria for the scholarship for next year.

Dolores and Rosemarie will be working from scratch to put together guidelines for next year's library scholarship.

Director Report:

The field project is moving forward. Jenn Kiarsis, Jenn Dawley, and Christine Muir will be meeting with the Board of Selectmen on Monday, June 15th to present the conceptual drawing and field proposal to make the town aware of plans. Christine will also talk to the dentist office so they are also aware of plans.

Christine is waiting on 3 quotes for new carpeting in the library. Staff is considering cutting around books stacks and furniture for installation of the new carpet rather than moving all the furniture. Quotes include a percentage of "attic stock" to use for any reconsideration of configuration of the library.

Christine is pursuing new HVAC vendors to hire for upkeep as our current company has not been helpful or responsive when asked about timing of maintenance. Two companies were recommended by other libraries and we are waiting on numbers for the cost of their service. One in particular has been very quick to respond and answer questions. They have new options for dealing with the library's biggest concern of replacing the air handlers.

Christine met with Unitil about upgrade incentives they are offering. She will email the letter sent so that it can be discussed at the next meeting.

The computers are an ongoing problem for staff and patrons. Christine is researching "Cybrarian" as a program to use for managing computer usage and time, as well as printing. The cost is \$1000/year. They offer a 30 day free trial that Christine will use to test the program on a few computers.

ADA accessibility compliance is required for next year. Evan can help the library website reach compliance for \$1800. Christine has put this cost in the draft budget for next year for consideration.

NHLTA conference went well. Christine attended sessions on RSAs, legislature, and raising money in a small town. Randy mentioned that the materials from the conference may be available.

The page position will be posted in mid to late July with a start date in August. Christine proposed changes to the job description removing employment automatically ceasing after the senior year and removing a few of the requirements listed. These will be voted on next month.

Action List:

Setting up communication with the trustees through google suite is in process.

New Business:

Floating holidays have not been actually awarded the last two years. Christine proposed adding time to the staff's vacation balance to retroactively award time off owed them for the last two years. There will also be future discussion of removing the floating holidays and adding Juneteenth and Columbus Day as paid holidays.

Randy Mikkelson made the motion to grant retroactive floating holiday hours to the staff to meet previous commitments. The motion was seconded by Megan Lee. Motion approved: Ayes 4; Opposed 0; Abstentions 0.

Next regular meeting of the Board will be on Thursday, July 9, 2026 at 9:30 am.

Meeting adjourned at 11:05 am.

Respectfully submitted,

Megan Lee
Secretary, Board of Trustees