PLAISTOW PUBLIC LIBRARY
MEETING OF BOARD OF TRUSTEES
Thursday, July 9, 2026

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

Present:	Randall Mikkelsen, Chair
	Megan Lee, Secretary
	Rosemarie Bayek, Treasurer
	Dolores Coyle-Quirk, Trustee at Large
	Michelle Sykes, Trustee at Large
	Kathleen Slade, Alternate
	Mary Gori, Alternate
Others Present:	Christine Muir, Library Director

Call to Order:
The meeting was called to order by Randy Mikkelsen at 9:30 am.

Secretary's Report and Minutes:
Motion to approve the minutes of June 11, 2026 was made by Michelle Sykes; seconded by Rosemarie Bayek. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Chair Report:
Randy mentioned that NHTLA dues were up for renewal and Christine reported that she had taken care of them. There is a free trustee orientation workshop on August 12th. Randy encouraged attendance as a refresher. Christine's midterm review is coming up and Randy will be sending out information about that.

Treasurer's Report:
Christine presented the treasurer's report which showed most lines on track with spending through June. There is nothing of concern at this point for being over budget by the end of the year. There is an outstanding invoice from Councilman for the pendant lights that were not included yet.

Motion to approve the Treasurer's Report was made by Dolores Coyle-Quirk; seconded by Michelle Sykes. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Correspondence and Communication:
None.

Friends of the Library:
Mary reported that the shredding event brought in about $1200. There was discussion about advertising through signs for the upcoming craft fair by placing them at major shopping centers. Trustees were encouraged to display signs at their houses as well.

Scholarship Award:

Dolores and Rosemarie will meet in September to start the process for the next school year. Christine will post a picture of this year's recipient on social media.

Director Report:

The Library of Things has grown with several donations as of late. Christine has updated the Library of Things page on the website and also redesigned the Museum Passes page for easier access to reservations.

There is a new HR person in town–Mary Ellen Daley.

Old Business:

Page Position: Christine proposed changes to the Library Page job description by removing termination requirements, amending high school registration specification and removing the long list of physical requirements. Kathy questioned the requirements for hearing in order to make them ADA compliant and suggested removing the requirement to hear. Randy suggested removing "talk and hear" from the wording and adding a new bullet point saying "possess the cognitive and sensory abilities necessary for communicating with others." Michelle mentioned there is a federal government program to provide phones that are deaf compliant that the library can look into. Rosemarie Bayek made the motion to approve the revised Page job description to be posted later this summer. Dolores Coyle-Quirk seconded the motion. Ayes 5; Opposed 0; Abstentions 0.

Flooring: Christine, following general procurement best practices, has received three quotes for new flooring throughout the library. The trustees considered the three bids after hearing the details of price and process. Randy Mikkelsen made a motion that the trustees authorize Christine to move ahead with the bid from Atkinson Carpet and Flooring of $84,000 to replace the library carpet. The board decided the Atkinson bid provided the most practical and cost effective bid. The project is to be funded with library held memorial funds and not funds from the Capital Reserve Funds. The motion was seconded by Rosemarie Bayek. Ayes 5; Opposed 0; Abstentions 0.

HVAC: Christine has not received a proposal yet from ENE to renew the yearly contract. She is waiting on quotes from 3 other vendors to compare costs and services.

Field: The field has been mowed for Tyler to start on the path. It is on the schedule for the week of July 20th.

New Business:

Columbus Day Holiday: Christine recommended closing the library on Columbus Day. Megan made the motion to close the library on Columbus Day to align with the Federal Holiday Schedule. Michelle Sykes seconded the motion. Ayes 5; Opposed 0; Abstentions 0.

Christine recommended changing the fees for non-resident library cards. Starting January 1st, it was proposed to change the fee from $65 to $75 to better align with Atkinson's fees and what our residents pay in taxes towards the library while making a complicated application/renewal process easier for our staff. Rosemarie Bayek made the motion to raise non-resident fees to $75 to keep more in line with what our residents are paying in taxes. Dolores Coyle-Quirk seconded the motion. Ayes 5; Opposed 0; Abstentions 0.

CIP: The board looked at the CIP to evaluate and correctly place upcoming needs. On the schedule are crack sealing/paving the parking lot and leech field replacement. Other needs were considered lower priority, such as window replacement. The board will consider removing other items such as interior painting and new furniture as they are considered more part of the library "refresh" using library held funds. There was discussion of how to plan for HVAC replacement–whether to space out requests for deposits over the next several years or to manage the problem when it arises. Christine and the board will have a discussion with the BOS on what our need looks like and how they suggest we plan for it.

Proposed 2027 Budget was discussed in broad terms.

Next regular meeting of the Board will be on Thursday, August 13, 2026 at 9:30 am.

Meeting adjourned at

Respectfully submitted,

Megan Lee
Secretary, Board of Trustees