

PLAISTOW PUBLIC LIBRARY  
REGULAR MEETING OF BOARD OF TRUSTEES  
Thursday, June 12, 2025

The Plaistow Public Library Board of Trustees held a Regular Meeting at the Library on Thursday, June 12, 2025, at 9:30 am.

Present: Megan Lee, Chair  
Rosemarie Bayek, Treasurer  
Jennifer Kiarsis, Secretary  
Randall Mikkelsen, Member at Large  
Kathleen Slade, Alternate  
Mary Gori, Alternate

Not Present: Michelle Sykes, Member at Large (Arrived at 11:00 am)

Others Present: Cab Vinton

**Call to Order:**

The meeting was called to order by Megan Lee at 9:38 am.

**Secretary's Report:**

The minutes of the Regular Meeting on May 8, 2025, were reviewed. Motion to approve the minutes was made by Rosemarie Bayek; seconded by Randy Mikkelsen. Motion approved: Ayes 5 ; Opposed 0; Abstentions 0.

**Treasurer's Report:**

The Board was advised that our bookkeeper actually sold her business to Affinity, and they will be handling the Library books going forward. David Nelson has been assigned to the Library, and is very familiar with Quickbooks Online. Cab feels comfortable migrating to the online version since David uses it for all of his accounts, and will assist Cab in the migration. It will be \$170 annually for a subscription.

It was agreed that a face to face meeting with David Nelson would be a good idea as we approach the budget season. Maybe at the September/October board meeting.

The Library is \$4,000 +/- under budget.

Motion to accept the Treasurer's Report was made by Jennifer Kiarsis; seconded by Kathy Slade. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

**Correspondence and Communication:**

The secretary stated that she will send a thank you note to the Conservation Commission on behalf of the Library for their support and contribution to the Pollinator Garden.

**Friends of the Library Report:**

Mary Gori reported on behalf of the Friends. The Shredding Event is scheduled for Saturday, June 28. It was requested that the Board get the word out about this event.

Barbara Lawrence and Jeanne LeBlanc have been working on a casino 501(c) donation possibility with Casino Salem. They have a contract for a percentage of the casino proceeds for a period from October 1-10, 2025. Mary wasn't sure on the exact percentage.

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

Cab canvassed the other Directors of the Cooperative about a monthly report to their Boards. None do this, so it was decided to take this off future agendas. Reporting on the Coop will be included in the Director's Report.

### **Director's Report:**

The roof project should be completed today or tomorrow.

Parking lot maintenance (crack repairs and re-striping) will be completed over a weekend. A date has not yet been set.

The electronic sign had issue. Vermin of some kind got into the light pole where the controls for the sign are located. Copper wire mesh will be installed in all of the light poles to prevent future intrusion.

The fire sprinkler's nitrogen system has not had the filters changed as part of routine maintenance by Carter and has not been running efficiently. The system is running 7-8 hours a day when it should be running 2-3. Cab has called for a technician from Carter. They have been difficult to work with in regard to regular maintenance of the system. Cab contacted the manufacturer and found out that they had no other companies to recommend for service for our system.

The HVAC system has a leak in the air handler, and it lost all refrigerant. The leak has been plugged and the refrigerant recharged, but this is a "bandaid" for the issue. One of the issues is that the refrigerant generation/version continues to change and is difficult to get. Should we have to replace one of the rooftop units, delivery could take up to three months to purchase and installation would be a two week process.

There will be an upgrade of the WiFi system which will cost +/- \$3,000. Additional upgrades to the Windows 10 PC upgrades will be done locally.

An amended version of SB297, acceptable to Health Trust, is likely to pass. If so, Health Trust will continue to be our health insurance provider next year. Cab is expecting another 10% increase in premiums. Other alternatives are out of reach for our budget.

25<sup>th</sup> Celebration of the Library was very successful. Live music in the evening was definitely a hit. Idea of having a live music day each month was suggested.

The Summer Reading Program "Color Our World" is beginning on Thursday.

### **New Business:**

Custodian: The number of hours and salary of the custodian was discussed by the Board relative to the upcoming budget season. Cab has done a survey of custodial hours for similar libraries. He also acquired some information from commercial cleaning company regarding the number of hours they would require to clean the Library. The Board discussed the differences in hours and the costs, including any special projects that might need to be done. Also

discussed was the responsibility of the Town during the winter; ie snow removal, salting of sidewalks. It was decided to reduce the custodial hours by 10.

Motion to reduce the weekly hours of our custodian to 17.5 from the current 27.5 hours was made by Megan Lee; seconded by Randy Mikkelsen. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Cab will advise the custodian of this change.

Field Project: There will be a meeting with the landscaper/garden planner on Thursday, June 19, at 9:30 am. The Board is requesting more detailed plans for the Pollinator Garden and the walkway proposed. Hopefully this meeting will give the Library the information it needs to get this project set for implementation in the Fall.

Cab has returned a signed contract to Mark West, who will give the Library a plan of where the wetland areas are in the proposed site for the garden.

The next meeting is scheduled for July 10, 2025, at 9:30 am

Adjourned at 11:10 am.

Respectfully submitted,

Jennifer Kiarsis  
Secretary