

PLAISTOW PUBLIC LIBRARY
REGULAR MEETING OF BOARD OF TRUSTEES
Thursday, July 10, 2025

The Plaistow Public Library Board of Trustees held a Regular Meeting at the Library on Thursday, July 10, 2025, at 9:30 am.

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

Not Present: Kathleen Slade, Alternate

Others Present: Cab Vinton

Call to Order:

The meeting was called to order by Megan Lee at 9:30 am.

Secretary's Report:

The minutes of the Regular Meeting of June 12, and Special Meeting of June 19, 2025, were reviewed. Motion to approve the minutes was made by Rosemarie Bayek; seconded by Mary Gori. Motion approved: Ayes 5 ; Opposed 0; Abstentions 0.

Treasurer's Report:

New report for distribution to the Board is slightly different due to migration to Quickbooks on line. This migration took three hours labor by the new bookkeeping service. The Director noted discrepancies between the desktop and on line migrated information. He is willing to give it a couple of months to see if the figures coincide with what he believes they should be.

In the meantime, the Director suggested looking into the cost of a payroll service, and recommended that one of the Library employees do the Accounts Payable portion of the bookkeeping. This would be added to the employee's job description and considered a professional development opportunity. In addition, this change might be a cost savings in the long run.

HVAC costs have elevated the Repairs and Maintenance Line. There was a major leak in the system, the circuit breaker system had to be replaced, and recommendations were made by ENE regarding the possibility of replacing the system. Consideration was suggested to explore alternative technologies like heat pumps and geothermal systems.

In an effort to decrease On Line expense line, which is also over budget, it may be necessary to decrease the number of titles per patron Hoopla.

Rose Bayek asked whether the Library charges for returned checks. It is the current action of the Library not to charge a fee for returned checks because the frequency is low. However, if the Board feels this is something to consider, it would have to be put into policy.

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

Correspondence and Communication:

There was an announcement made by the Town Hall that the Assistant Town Manager has resigned from the position. The Assistant to the Town Manager, Beth Hossack, will be leaving in December.

Friends of the Library Report:

The recent Shredding Event brought in \$1200. Their presence at Old Home Day was also successful. The Friends are now concentrating efforts for the upcoming Fair in September. So far there are 16 paid vendors.

An email for the Friends was set up with the help of Cab. Now all communication will be centralized.

Director's Report:

Cab passed information along to the Board regarding Trustee Orientation, which will take place on August 5th.

The roof project is 99 percent complete and was accomplished in two days. The Library stayed open 100 percent of the time. Lane Roofing will be providing the Library with an estimate regarding rubber roofing around turrets. The seams may be opening.

Parking lot maintenance (crack repairs and re-striping) will be completed over a weekend. Still waiting to hear from Petra Paving for a date.

The fire sprinkler's nitrogen system has not been running efficiently. The system is continuing to run up to ten hours a day. A leak in the system is near to impossible to locate. Carter would charge \$2200 to perform an exploratory search, but with no guarantees. Pulsar cost would be \$1800, with also no guarantee. It was suggested by a Carter technician that the Library charge the system with water, advise the fire department of the action so they would not send a unit if an alarm went off, find the leak, and then uncharge the system. Carter has not done this before, but feels it is the best way to find the leak. This would need to be done before freezing temperatures arrive.

Wi-Fi upgrade completed with new equipment and improved management software, Cab suggested consideration of the replacement of the 10-year-old Network Attached Storage device for approximately \$1,000.

The nomination letter to the NHLTA on behalf of the Friends of the Plaistow Library for the Sue Palmatier award has been drafted and is due on Friday.

Motion was made to nominate the Plaistow Friends of the Library for the Sue Palmatier award of the State of NH Library Trustee Association by Jennifer Kiarsis; seconded by Mary Gori. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Anti-lobbying bill prevents employees from influencing potential votes during official duties. In addition, New Hampshire Municipal Association provides updates on bills affecting member towns. Cab will forward the links to these changes to the Board.

Business:

The Action List was recited by the Secretary. Many of the items will remain as they are either works in progress or have not yet been scheduled.

The custodian is suggesting that he cannot complete his tasks with the new work schedule of 17.5 hours. It has only been less than a week, and he cannot so far substantiate which tasks he has been unable to do. In addition, his vacation time accrual will give him many weeks of vacation at the end of the year. He requested a vacation payout, which the Board will consider.

Field Project hit list:

- Landscape designer friend of Megan has offered to review library field project design.
- Project scope expanded to include reading glade, music garden, and educational components seemed to be too much for Ridgely and she has resigned by the project, but is willing to assist with planting suggestions.
- Board needs expertise for plant selection and pocket garden design but is willing to consider a step by step approach rather than a full scaled meadow project. The suggestion was made to start modest and expand based on usage and experience.
- Consider hiring landscape architect or seeking pro bono expertise.
- Propose using Landscaping team to mow/brush hog to follow a staked out initial path for the potential gardens and other design elements.
- Wetland study confirms field is available for development, avoiding vernal pool and stone wall.
- The Board agrees regarding an Irrigation system installation recommended by Ridgely, with potential connection to existing system. The location of the irrigation system expansion will be determined when the pocket gardens are installed.
- The Board to research garden types, signage, and gather ideas before the next Special Meeting, which is scheduled for Wednesday, July 30 at 9:30 am.

The next Special Meeting is scheduled for Wednesday, July 30, 2025, at 9:30 am. The regular August meeting has been cancelled,

Adjourned at 11:25 am.

Respectfully submitted,

Jennifer Kiarsis
Secretary