

PLAISTOW PUBLIC LIBRARY
REGULAR MEETING OF BOARD OF TRUSTEES
Thursday, October 9, 2025

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

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

Others Present: Cab Vinton, Director
Jenn Dawley, Assistant Director

Call to Order:

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

Secretary's Report:

The minutes of the Regular Meeting of September 11, 2025, Special Meeting of October 2, 2025, and Non Public Minutes of October 2, 2025 were reviewed. It was noted in the Non Public Minutes that Megan Lee was not in attendance and her name should be removed from the Roll Call vote. Revision was made.

Motion to approve the minutes of September 11, 2025, by Megan Lee; seconded by Michelle Sykes. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Motion to approve the Special Minutes of October 2, 2025, was made by Megan Lee; seconded by Rose Bayek. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Motion to approve the Non Public Minutes of October 2, 2025, as revised, was made by Rosemarie Bayek; seconded by Jennifer Kiarsis. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Treasurer's Report:

The P&L shows approximately \$12,000 under budget. The reason for this is most likely booking differences between the old and new bookkeepers. In addition, there was timing issue with a "wash" transaction of \$7,000 from / to Special Projects

It has been a smooth transition to the new bookkeeper, and there were a few things that needed to be addressed with the new payroll system.

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

Friends of the Library Report:

The Craft Fair brought in approximately \$2,000. October 1-10 is "Gambling Week" for the Library at the Casino at the Mall in Salem. The Friends will get a percentage of the take of the Casino during this week. The Friends are required to reapply each year to participate. Next year the Friends will advertise the gambling event.

Discussion followed regarding spending goals for the Friends. It was mentioned that some Friend groups in other libraries hold on to funds.

Director's Report:

Preliminary budget was presented by Cab. The increases shown are primarily line items that the Board has no control over: energy; utilities; insurance. Discussion followed in regard to promoting an employee to full-time status, and the affects that would have on the budget. It was agreed to include this promotion in the proposed budget that will be presented to the joint committees on October 20.

Janitorial services for next year decreased by hiring outside services. There are two companies being considered, but Cab and the staff prefer Homemade Cleaning. They will be coming into the Library three times a week and will bill at the end of the month.

Snow removal is still an issue, but is being worked out with the Town Manager and the Highway Department. Intermittent snow shoveling/sanding is still unresolved, as well as a path around the building.

An increase in the Landscaping line reflects a new contract for 2026. Jenn Dawley handled a review of the services for the season with Greenworld.

Cab advised that 10 new refurbished computers have been purchased for the library and staff for \$3,000. The staff computers will be easy to install; however the public computers will be more complicated. In addition, there may be some new software considerations.

The HVAC controller in the Nelson Room is failing. The replacement cost will be \$6,500. This amount should be included in the warrant article for the CIP for the Library.

The staff is moving forward with the following projects for the Library using the Scott Memorial funds:

- Modular Tables for the History Room, with the ultimate goal for a media/video conferencing space;
- Staff area update and redo
- Flooring in the Nelson Room, which will be an alternative to carpet

Action List:

Will be reviewed and updated.

Old Business:

Search Committee: Members have been invited and the group will meet on October 16 at 10:30. Kathy Slade will create a method for retaining and access of documents and will share with the Committee. A job description will be forthcoming from Cab, which can be edited by the Committee. November 1st is the date recommended for posting.

Field Project: Jenn Dawley advised that the current project landscapers have opted out. She is currently looking for new landscapers to take on the project. Jenn suggested that perhaps our current landscaping company (Greenworld) might be interested. She also is considering Charest Construction, which has been recommended. The formation of a "subcommittee" for the Field Project was suggested. Dolores Quirk will be contacted by Jenn for that purpose.

There still is a question regarding spending the time and money (\$3800) on a topographer report, even though it was recommended by the Highway Department.

Cab will contact Jill at the Conservation Committee to update her on the status of the project.

Adjourned at 11:20 am.

Respectfully submitted,

Jennifer Kiarsis
Secretary