

PLAISTOW PUBLIC LIBRARY

MEETING OF BOARD OF TRUSTEES

Thursday, August 13, 2026

The Plaistow Public Library Board of Trustees held a meeting at the Library on Thursday, August 13, 2026.

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

Absent: Kathleen Slade, Alternate

Others Present: Christine Muir, Director
Susan Johnson, Note Taker

Call to Order:

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

Secretary's Report and Minutes:

Minutes of July 9, 2026 were reviewed. Motion to accept the minutes was made by Rosemarie Bayek, seconded by Michelle Sykes. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Chair Report:

Randy and Dolores attended the NHLTA orientation meeting August 12, 2026. The following items were discussed:

1. Gifts and donations over \$5,000 need to be voted on at the town meeting and need to be in conformance. There is a difference between gifts and donations and the town must vote to accept gifts (a special meeting will be announced). Previous warrants should be reviewed. Christine confirmed funds from income-generating services (copier, fines, etc.) are in a separate account.
2. Policy and employee manuals should be reviewed and review dates tracked. They may be reviewed in sections.
3. Sealed minutes need to be reviewed every 10 years to determine whether they remain sealed. Minutes will be checked.
4. Physical copies of the minutes need to be available to the public. They are currently only on the website. A file will be created from January 2025-present.
5. Book challenge policy requirements should be reviewed and updated as necessary. In particular, a review of checkout-record retention policy is probably

warranted. Instagram, Facebook and possibly TikTok should be used for library information.

6. Emails between trustees should never be Reply All. BCC or individual emails only.
7. There is an application on the website for volunteers. Numbers need to be limited to protect staff positions.
8. Half year director review? Informal discussions with Christine a possibility.
9. Randy will share slides of NHLTA orientation with the trustees.

Treasurer's Report: Presented by Director Christine Muir

This year to date spending is currently at 60% of the full-year budget. The target is 63%. The areas over are legal (for a review of Christine's contract at time of offer), utilities (which we have no control over) and technology maintenance. The cost of Hoopla is high and will be monitored.

It is not a problem for the Treasurer to review and sign checks, with the Director keeping books and bookkeeper monitoring.

Motion to approve Treasurer's report made by Megan Lee, seconded by Dolores Coyle-Quirk. Motion passed: Ayes 5; Opposed 0; Abstentions 0.

Correspondence and Communication:

None.

Friends of the Library:

Craft Fair September 12. The Friends are hoping for 40 vendors. Discussion of ways to recruit vendors.

Antique Road Show is being discussed.

Flower arranging program in December.

Plant Sale funds go to Jenn D. Raffle money goes to Friends. Casino revenue was postponed due to renovations.

Director's Report:

HVAC System. ENE has been replaced with East Coast for the HVAC system. The greater expense is merited on the basis of responsiveness and reliability. Fall maintenance will be scheduled for the end of September. Jenn D. is an alternate contact.

The automation control system needs updating. The software system update needs to be put out for bids and then approval by the town.

Trustees discussed the current quote for a controls preventative maintenance (PM) agreement. This does not have to go out for bid. Cost is a standard line item in the budget.

Motion to allow Director to move forward with TCA preventive maintenance contract made by Dolores Coyle-Quirk, seconded by Rosemarie Bayek. Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

Budget Proposal.
3.7% increase total.

Tech services line item shows a 60% increase, which includes new software to improve functionality, a four-year technology replacement plan, and better planning for CNS support and troubleshooting. Hoopla is expensive, but it is popular. Cost will be monitored.

Motion to support the FY27 budget as proposed by the Director, with leeway to submit reduced budget if needed, made by Megan Lee, seconded by Dolores Coyle-Quirk. Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

Field Project.

The 440 linear foot walking path is complete. \$16,000 as quoted. 3 benches have been ordered from Freshwater Farm. Dylan from Painted Ferns will provide a quote for the phases of plantings. The middle and perimeter of the path need to be cleared down to the dirt for planting. Some trees will be planted for shade. The area will need to be mowed and maintained. Invoices are forwarded directly to the Conservation Commission for payment and costs so far do not come from library funds. .

Carpeting.

The project will take 7-8 days total, including the second floor. The library will be closed to the public on September 28 and 29. September 28 will be a staff development day from 9-3 in the Nelson Room. There are some programs scheduled for September 29 in the Nelson Room. It was agreed that Atkinson Carpet could have a key for early entry.

Old Business:

The pump work is complete. No invoice has been received yet.

New Business:

Pages. Two pages were hired at reduced hours (1 day a week and 1 Saturday a month). They will start the week of August 24. Hannah will keep her current hours.

TD Bank. They updated their software and separate personnel authorizations are needed for our subaccounts. Christine is working with the bank to return to easier procedures for making deposits.

Security Cameras. Four inside and four outside cameras are to be installed using ReoLink. Cost is estimated at \$3,000 (one-time fee). The cameras have an app allowing cameras to be checked by phone – both live view and stored data base replay. Policy is needed as to who has access to the videos. Pulsar has a system with alerts but no video. Pulsar notifications are to be changed to reduce police alerts for false alarms.

NELA Annual Conference. Christine will attend at the end of October.

Trustee meeting for September has been changed to September 3, 2026. Agenda to be posted with meeting notices going forward.

Non-Public discussion regarding personnel evaluation.

The meeting was adjourned at 11:45.