

PLAISTOW PUBLIC LIBRARY  
SPECIAL MEETING OF BOARD OF TRUSTEES  
Tuesday, February 3, 2026

The Plaistow Public Library Board of Trustees held a special meeting at the Library on Tuesday, February 3, 2026, at 2:30 pm.

Present:                   Randall Mikkelsen, Chair  
                              Rosemarie Bayek, Treasurer  
                              Jennifer Kiarsis, Secretary  
                              Megan Lee, Trustee at Large (Arrived @ 2:55 pm)  
                              Michelle Sykes, Trustee at Large  
                              Kathleen Slade, Alternate (voting for MLee until she arrived)  
                              Mary Gori, Alternate

Others Present:         Jennifer Dawley, Assistant Director

The purpose of this meeting is to review, approve and vote on the Employment Agreement for the new Director hire.

The minutes of the Special Meeting held on January 12, 2026, were reviewed. Motion to accept the minutes was made by Rosemarie Bayek; seconded by Michelle Sykes. Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

The Chair discussed his negotiations with the candidate for Director, as well as expectation concerns. The Board reviewed the Employment Agreement and agreed that it was comprehensive and approved said Agreement. The candidate agreed to a start date of March 9, 2026.

Motion to authorize Randall Mikkelsen, as Chair of the Board of Trustees, to sign the Employment Agreement on behalf of the Library and send it to the candidate for signature was made by Kathleen Slade (for M Lee); seconded by Jennifer Kiarsis. Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

The Chair will contact the remaining candidates not chosen to let them know that the Library has made a decision.

The Acting Director reported to the Board that the former Director will assist with some of the administrative hiring procedures regarding a new employee, as well as any other procedural issues that may arise, including email authorizations, passwords, authentications, etc.

It was decided that the Chair will send out a blanket email to staff to make the announcement as soon as possible after receipt of the signed Employment Agreement. An announcement email will also be sent to the Town Manager, Board of Selectmen, and the Budget Committee.

Several suggestions were made for a welcome to the new Director:

- Put an Welcome Announcement on the Library Electronic Sign
- Have a Welcome Coffee and Muffins event: “Dunkin with the New Director”
- Put a picture of the new Director on the Website the first week

Other ideas will be asked of the staff.

**Other:**

Jennifer Kiarsis reported that she would be putting together a new Trustee Handbook for distribution to the Board. This was something she felt important to rejuvenate, and offered to update the ByLaws of the Board of Trustees. She hopes to have the updated ByLaws to the Board by the February meeting.

Rosemarie Bayek reported that the Chair still needs to go to the bank to become a signatory on the accounts for the Library. A date was scheduled for before she leaves on vacation.

Motion to have Randall Mikkelsen, Chair of the Board of Trustees, become a signatory on all accounts related to the Plaistow Library was made by Rosemarie Bayek; seconded by Jennifer Kiarsis. Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

The Acting Director reported that the Building Maintenance Department has been very responsive to any requests made. The snow removal, sidewalk treatment, as well as paths around the grounds have been outstanding.

Meeting was adjourned at 3:30 pm.

Respectfully submitted,

Jennifer Kiarsis  
Secretary