

PLAISTOW PUBLIC LIBRARY
MEETING OF BOARD OF TRUSTEES
Thursday, February 12, 2026

The Plaistow Public Library Board of Trustees held a meeting at the Library on Thursday, February 12, 2026 at 9:30 am.

Present: Randall Mikkelsen, Chair
 Rosemarie Bayek, Treasurer
 Jennifer Kiarsis, Secretary
 Michelle Sykes, Trustee at Large
 Mary Gori, Alternate (Voting for M Lee)

Not Present: Megan Lee, Vice Chair
 Kathleen Slade, Alternate

Others Present: Jennifer Dawley, Interim Acting Director
 Susan Johnson

Call to Order:

The meeting was called to order by the Chair at 9:45 am.

Secretary's Report:

Minutes of January 12 and February 3, 2026, were reviewed. Motion to accept these minutes was made by Rosemarie Bayek; seconded by Michelle Sykes. Motion accepted: Ayes 5; Opposed 0; Abstentions 0 (M Gori voting for M Lee).

Chair Report:

The contract between Plaistow Public Library and Christine Muir has been finalized and executed. The Chair will be meeting informally with Christine Tuesday, February 17, giving her a bit of insight into the library and its relationship with the Town.

The Chair is hoping that our new Director will assist in organizing and standardizing procedures going forward, including contact with the Board and inter-Board communications.

Events for welcoming the new Director were briefly outlined:

Coffee - get together after a couple of weeks

Introduce new Director arrival on electronic sign

Post (with photo) on FaceBook account and website

Deliberative Session went well, and most of the Board attended. The Chair spoke on behalf of the library. There was no controversy regarding the request for a contribution to the Library Capital Reserve Account.

Chair indicated that a vote from NH Legislature might pose an issue regarding Boards of Trustees having control over library functions. This would require a vote from each individual town. Chair wrote to the State supporting the Boards of Trustees and opposing this legislation. Representative Harb was copied on this correspondence. Peter Bealo alerted the library about this legislation.

Treasurer's Report:

The report was presented by the Interim Acting Director.

The appropriation check from the Town was received and deposited. She explained that payroll that was transferred from Library accounts was redeposited.

Health insurance amount changed due to changes in employee plans, retiree addition, and will change again with the new Director.

February 19 was a date confirmed to go to the bank with the Treasurer to have the Chair become a signatory for the library.

Motion to accept the Treasurer's Report was made by Jennifer Kiarsis; seconded by Mary Gori (for M Lee). Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

Correspondence and Communication:

Chair wrote to two candidates who were not chosen for the Director position; Brittany Bergholm and Beth Paine. One for encouragement as she is a member of our cooperative; the other to let her know she was a contender, but we chose another candidate.

Friends of the Library:

Mary Gori reported that Tuesday, February 10, the Friends had an organizational meeting.

The money from the Casino was discussed, and they will meet with TD Bank to investigate investing the money awarded. Barbara Lawrence was instrumental doing all of the paperwork for the grant, but feels that more organizations will be applying and it would be unlikely that we again receive the amount we did this year.

The group wants to make certain that they can support what they presently contribute to the library (specifically museum passes) which are becoming more expensive.

The group is looking for a new chair for the Craft Fair in September. Jeanne Leblanc is stepping down after doing it for many years.

Membership seems stable, but they are always recruiting for new members.

Interim Acting Director's Report:

The flooring and painting project for the Nelson Room is scheduled for March 4th. The project will be completed over a weekend, from Friday to Sunday, for the least disruption.

The History Room is being revamped as an additional programming space. Plans and estimates for ordering a large 75" TV for the wall and modular tables and chairs are being completed. The goal is to create a Media Room for groups who need a space for presentations and instruction. Tables will be the same as the ones in the Nelson Room so that they would be interchangeable. Six armed and six unarmed chairs will be ordered for the room to accompany the tables. In addition, a good sized white board is also part of the revamping project.

Motion to authorize the purchase of tables, chairs, a television, and other miscellaneous furniture and furnishings for the History Room not to exceed \$10,000, funds transferred from memorial funds, was made by Rosemarie Bayek; seconded by Jennifer Kiarsis. Motion accepted: Ayes 5; Opposed 0; Abstentions 0 (M Gori for M Lee).

The conference table and chairs from the History Room were donated to a group who use the library, and they were very happy to receive them.

Furniture was also purchased for the Backroom Office behind the Circ Desk to make this space more efficient and useable.

Lighting for the three units in the main space in the library will be replaced. The electrician and the lighting company have met and will plan the installation.

The Field Project has stalled once again. The promising landscaper, Tyler Charest, has not responded. The present landscaping company for the library is double the price.

Welcome plans for the new Director are underway, as described in the Chair Report. Christine Muir will start employment at the library on March 9, 2026. There are a few things left to do prior to her arrival. The staff would like to present her with flowers on her first day. Interim Acting Director will give the Chair an employment packet to bring at his coffee meeting with her.

It was suggested by the prior Director that a Section be created in the Employment Manual regarding stipends for employees who take on tasks that are not a part of their job description.

The library will be requesting the Board of Selectmen to release money from the Library Capital Reserve fund for the renovations to the Nelson Room and the vestibule, which includes painting, new flooring, and other related renovations. The total amount of estimates will be completed as soon as possible and submitted for consideration. Also, an unanticipated extensive repair bill from ENE regarding the HVAC system in the amount of \$12,256.29 will be submitted immediately. The invoice for these repairs has been paid, and the library is asking that this amount to be reimbursed from the Library Capital Reserve Fund as soon as possible.

Motion was made by Rosemarie Bayek to request the amount of \$12,256.29 invoiced by ENE be deducted from the Library Capital Reserve Fund by the Board of Selectmen for unanticipated repairs to the HVAC system; seconded by Jennifer Kiarsis. Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

The Board will also be requesting at a future date for an amount to be determined by estimates received from the Capital Reserve Fund for renovations to the Nelson Meeting Room and the adjoining vestibule. Said renovations are for painting and new flooring, and other maintenance upgrades, to the areas.

Motion to approve the bids received for painting and new flooring, and other related renovations, for the Nelson Meeting Room, was made by Mary Gori (for M Lee); seconded by Michelle Sykes. Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

Minute Taker:

Susan Johnson attended the Board meeting as a potential Minute Taker. She will receive a stipend, decided by the Board, for each meeting if she accepts the position. Jennifer Kiarsis will brief her on the procedures for taking minutes for the library.

Candidates Night:

The event will be held on Tuesday, March 3, 2026. Representative Harb will again be moderator. Jen O'Connor has been organizing the event and obtaining replies to the invitation sent to candidates. Jenn Dawley advised that she will attend the event.

Jennifer Kiarsis will be putting a Trustee Manual together, which will include the By Laws and the NH Trustee Manual for Trustees. It should be ready for the next Trustee meeting.

Meeting adjourned at 11:45 am.

Respectfully submitted,

Jennifer Kiarsis
Secretary