

PLAISTOW PUBLIC LIBRARY

MEETING OF BOARD OF TRUSTEES

Thursday, March 12, 2026

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

Present: Randall Mikkelsen, Chair  
Jennifer Kiarsis, Secretary  
Megan Lee, Trustee at Large  
Michele Sykes, Trustee at Large  
Kathleen Slade, Alternate  
Mary Gori, Alternate

Absent: Rosemarie Bayek, Treasurer

Others Present: Christine Muir, Director  
Jennifer Dawley, Assistant Director  
Susan Johnson

**Call to Order:**

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

**Secretary's Report:**

Minutes of February 12, 2026 were reviewed. Motion to accept these minutes was made by Michelle Sykes, seconded by Megan Lee. Motion accepted: Ayes 5; Opposed 0; Abstentions 0.

**Chair Report:**

The New Director Christine Muir was welcomed by the Board.

Town Election. The \$55,000 deposit to the capital reserve fund was voted down by 4 votes. There is the feeling that the Budget Committee may have lacked sufficient information. Discussion regarding ways to get more information to the public about budgetary needs - the biggest foreseeable need will be an HVAC system likely to cost about \$500,000. A petition requesting a recount was drafted by Kathy Slade and signed by all Plaistow residents present. A total of 10 signatures is required, with a \$10.00 fee. There was also a discussion about the library sponsoring a "How to Run for Office" program to increase the amount of community involvement in town government.

Minutes Taker. Susan Johnson will be the minutes taker at the meetings going forward. Minutes will be prepared in Google Docs (may start out in Word) and a draft sent to the Director and all Trustees within 5 business days of the meeting.

Legislation. Proposed NH HB 1214, allowing towns to take control of library boards, was deemed “inexpedient” for towns to take control of libraries. Although the decision in legislative committee indicates the measure is unlikely to pass, it bears monitoring.

**Treasurer’s Report:**

Presented by the Interim Acting Director, Jenn Dawley.

There is approximately \$150,000 in the Capital Reserve. There was discussion regarding a budget increase for the HVAC at a yearly rate in order to replenish the Capital Reserve.

Payments are ahead on many of the bills. The library received a check in the amount of \$9,600.00 from ENE towards the \$12,000.00 over charged for the HVAC system. Library may not need to take money from Capital Reserve now because it is more in line with the budget. Check will be deposited today.

Lighting fixtures will be installed this week.

An invoice to the town for the first \$183,000.00 allocated to the library budget will be processed.

Motion to accept Treasurer’s Report was made by Megan Lee; seconded by Michele Sykes. Motion Accepted: Ayes 5; Opposed 0; Abstentions 0.

**Friends of the Library:** (Mary Gori)

Plant Sale is scheduled for May. Proceeds typically go to the Summer Reading Program.

Shredding Event will be in June, date to be determined.

Craft Fair is in need of chairperson in order to move forward with planning.

There probably won’t be any new money from the Casino event this year. TD Bank is coming to discuss what to do with proceeds from last year’s event. It was suggested that a fishtank might be a good item to purchase.

It is agreed that the museum passes are an important item to protect.

**(Assistant) Director’s Report:** (Jenn Dawley)

Field Project. She has left messages for Tyler Charest, has not heard back.

Nelson Room. Flooring has been installed and painting is done in the Nelson Room, things will be put back in the room today. Jenn would like to give Owen and his helpers gift cards for moving everything. Discussion on which Memorial Fund should pay for flooring and painting

(Scott Memorial Fund?) Painting was under \$1,400. Jenn will advise on cost of flooring. Quotes on all costs were in special meeting minutes.

#### Issues with Nelson Room:

- Bottom drawer of stove will not shut.
- Need to replace or adjust room divider so it won't scratch floor.
- Metal door to the mechanical room is scraping the floor. Will try to get it shaved down.
- Need to purchase casters for tables and thicker yoga mats.

#### History Room:

TV, sound bar, DVD player, tables and chairs have been ordered/received. Console still needs to be purchased. Additional money from Friends is needed to purchase console.

#### Maintenance Issues:

-Leaks from ice dams appeared in Story Hour Room, over Kids' DVD's and in the Director's office. Lane Roofing removed dams (cost \$700). Jim DeBonis from the town removed some of the ceiling tiles from the Story Room. Lane roofing suggested exploring roof heat coils to prevent dams in the future. Possibly have an energy audit done to see if anything can be done about the air leaks that are causing the dams (Cab had one done years ago). Another suggestion was installing metal flashing in the valleys of the roof.

- Jockey pump in fire suppression room had a leak.
- Sprinkler pipe broken. It has been fixed.
- Nitrogen numbers indicate a filter change is needed.
- Replacement lighting to be installed next week.

#### **Director's report:** (Christine)

She will speak with Cab about what each Memorial Fund may be used for and provide a report at the April meeting. Jenn D. believes the Cullen Memorial Fund is for the Children's Department.

Christine has introduced herself to the Town Manager. She has asked if she could be added to the Select Board agenda for Monday's meeting. She has also introduced herself to the librarians at Hampstead, Atkinson, and Sandown Libraries, as well as the Tech Librarian for the State. She will attend the Friends' meeting Tuesday.

She will be attending the NH Library Conference on May 27 and would like to register using the library credit card (\$90). This is allowed as it is Professional Development/Education. A Trustee may also attend.

She will attend NH Municipal Association meeting for New Employees on April 22 in Concord, NH. No cost.

She will attend a meeting of the Merrimack/Hillsborough/Rockingham library consortium on April 29.

She will be out on vacation 4/13, 4/30, 5/1.

Gary Moulton of Moulton Irrigation stopped by regarding the field. He will install a spigot for hand watering and sprinklers when the snow is gone. No sprinkler heads will be installed.

Christine will work on learning payroll system and bills.

**Action List:**

Capital funds will not need to be released for ENE.

Need to determine where money is coming from for tables, chairs, etc. for Nelson Room.

**Miscellaneous:**

Kathy Slade may be joining the Conservation Commission. There is money available from the consortium for the library field project.

Dolores Coyle-Quick has been elected to the Board of Trustees. She will attend the April meeting.

There will be a reorganization meeting next month.

Kathy and Mary will stay on as alternate trustees.

Meeting adjourned at 11:30 am.

Respectfully submitted,

Susan Johnson