

PLAISTOW PUBLIC LIBRARY

MEETING OF BOARD OF TRUSTEES

Thursday, October 15, 2026

The Plaistow Public Library Board of Trustees held a meeting at the Library on Thursday, October 15, 2026.

Present: Randall Mikkelsen, Chair  
Megan Lee, Secretary  
Michelle Sykes, Trustee at Large  
Kathleen Slade, Alternate (appointed to vote for quorum)

Absent: Rosemarie Bayek, Treasurer  
Dolores Coyle-Quirk, Trustee at Large  
Mary Gori, Alternate

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

**Call to Order:**

The meeting was called to order at 9:40 am.

**Secretary's Report and Minutes:**

Motion to approve Minutes of September 3, 2026 was postponed until the November meeting.

**Chair Report:**

The six-month reviews for Director Christine Muir were all favorable.

There has been some difficulty coordinating library activities with the Recreation Department, resulting in their events being scheduled at the same time as planned library events. Christine will try again to clarify scheduling with the new head of the department.

**Treasurer's Report:** Presented by Director Christine Muir

The library budget is on track for 78% of this year's budget. The following items may go over for the remainder of the 2026 budget:

- Payroll. Due to the cost of hiring subs to cover vacations and sick time.
- ENE. There is still an outstanding bill that is being contested.
- Electric. The cost for a new contract has increased from .010/kilo to .01284/kilo.

This is the best contract available. The electric bill is currently already over budget at \$2,500/month.

There will likely be no money left in the budget by the end of the year. If there is any extra remaining, the library will use it to pay pending (encumbered) bills.

Motion to approve Treasurer's Report made by Megan Lee, seconded by Michelle Sykes. Motion approved: Ayes 4; Opposed 0; Abstentions 0.

### **Correspondence and Communication:**

A thank you note was received from Jennifer Kiarsis for recognizing her retirement.

### **Friends of the Library:**

The craft fair was very successful, but the exact numbers were not available. Christine Muir nominated the Friends for the Spirit of New Hampshire Award and they will receive the award.

### **Director's Report:**

New Flooring. Atkinson Carpet did an excellent job on the installation of the new flooring throughout the library. They were very professional and easy to work with. While the library was closed for two days of installation, staff completed First Aid/CPR/Narcotics training, met with Derry Community Resources, participated in a live session with a HealthTrust training specialist, and attended a staff meeting, in addition to working on individual projects such as program planning and ILL.

HVAC. The fall preventative maintenance was completed. Everything looks good. The HVAC controls system also underwent maintenance. Everything looks good, but the system is aging.

TD Bank. There are still issues depositing cash. This is due to new bank regulations to stop money laundering. Christine and Rosemarie Bayek are still in discussions with the bank to find an alternative to the current system of having to move the cash deposits between accounts. At the November meeting, they will discuss the Night Drop system.

Health Trust Rate. The library received its letter with FY2027 rates, which include an increase of 17.7%.

Budget. With the confirmed health insurance rate increase, the total budget request increases by 4.4% instead of the previously calculated 3.8%. Depending on the guidance from town manager, Select Board, and Budget Committee, there is room to change this by reducing the online resources or technology lines. The Budget Committee and Select Board are meeting with other department heads on October 26, when Christine is at NELA. She will watch the meeting to see what the overall impressions and guidance are.

Staff Holiday Party. December 16, 2026 12-2 on site.

Circulation Position. Our Head of Circulation is retiring on December 3. Christine reviewed the job description and salary range. The board agreed to a salary range of \$21-24/hour depending on qualifications. She will post the job internally for about a week before posting externally.

### **New Business:**

Christine will propose a list of closings and delays for 2027 at the November meeting.

Motion to adjourn was made by Megan Lee, seconded by Kathy Slade. Motion approved: Ayes 4; Opposed 0; Abstentions 0.

DRAFT