

PLAISTOW PUBLIC LIBRARY

MEETING OF BOARD OF TRUSTEES

Thursday, April 9, 2026

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

Present: Randall Mikkelsen, Chair
Rosemarie Bayek, Treasurer
Megan Lee, Secretary
Dolores Quirk, Trustee at Large (attended via Zoom until 10:45)
Kathleen Slade, Alternate
Mary Gori, Alternate

Absent: Michele Sykes, Trustee at Large

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

Call to Order:

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

Secretary's Report:

Minutes of March 12, 2026 were reviewed. Motion to accept these minutes was made by Megan Lee, seconded by Dolores Quirk. Motion accepted: Ayes 3; Opposed 0; Abstentions 0.

Board Organization:

Chair - Randall Mikkelsen

Treasurer – Rosemarie Bayek

Secretary – Megan Lee

Mary Gori and Kathleen Slade will remain alternates for the year

Motion to approve officers was made by Dolores Quirk, seconded by Mary Gori. Motion accepted: Ayes 3; Opposed 0; Abstentions 0.

Chair Report:

Town Election. After a recount of the votes for the capital reserve fund, one vote was added but the measure was still three votes short of passing. Randy spoke to Budget Committee member Richard Anthony, who indicated the Budget Committee members whose vote led to an even split on the capital reserve request felt the town in general had not been responsive enough to the committee's request for information. Conclusion is the library will emphasize direct

communication with the Budget Committee. Randy and Christine will attend the next meeting of the Budget Committee, not yet scheduled.

Newspaper Articles. There were some favorable articles in the Eagle Tribune about Christine starting as the new Director and the baby chicks in the Children's Room.

Year Ahead and Funds Policy. Randy and Christine have discussed.

Treasurer's Report: Presented by Director Christine Muir.

Christine has prepared a Budget vs. Actual Spending Chart. Some items are over budget:

-Tech Support. Jason was called for problems with public computers. Staff needs to keep a log of the issues to make his time more efficient.

-Repairs and Maintenance. Over budget by \$12,000, but this was for refresh costs that need to be reallocated. Further discussion on this matter in "Old Business."

-Supplies. \$15,000 was spent on tables, chairs, TV. Christine will look into accounting for this.

-Electric Bill. Overage due to the higher supplier service fees charge. Actual usage is about the same.

Staff does not currently have a budget limit for supplies. Spending is reviewed as needed.

Christine will do Budget vs. Actual Spending monthly and quarterly in the future.

Motion was made to approve Treasurer's Report by Megan Lee, seconded by Rosemarie Bayek. Motion passed: Ayes 3, Opposed 0; Abstentions 0.

Correspondence and Communication:

Megan Lee states no new communications.

Christine to review options in Google suite for improving and standardizing board use of e-mail communications.

Letter from Jennifer Kiarsis with some instructions regarding electronic folders with contract, personnel, payroll, non-public minutes, etc. Christine has moved current hard-copy personnel and payroll files to a locked cabinet in her office. Older files are in the attic in labeled boxes. Christine has a retention schedule left by Cab.

Trustee Manual and By-Laws. These were last updated in 2019. These should be reviewed and updated and posted on the website. Cab has a spreadsheet or rules for records and roles.

Friends of the Library. Mary Gori

Plant Sale is May 9. Jenn is asking for plant donations.

The shredding event is postponed to the end of June. Exact date TBD.

Director's Report.

Christine is very favorably impressed with the library and its staff. She finds the community to be very welcoming.

The annual report to the state of NH is due at the end of April. This is not tied to funding, but is purely informational. Christine is working to understand and make consistent the basis for figures used in the report. The board would like to review the report before it is submitted.

Website. Conversations with Evan, who maintains the website (\$700/year). It must be brought into compliance with ADA, which adds \$1,800 per year to the cost. The State Library will do a free assessment. Possibly use Evan for the first year and train staff to maintain ADA compliance going forward. Changes should be minimal (calendar events. Book Club). Notary requirements need to be updated to state patrons must supply their own witnesses.

Salary Increases. Cab has left behind a worksheet for building the budget. Employee reviews and cost of living wage increases will be done on the start date anniversary. For this year, Christine will focus on self-evaluations. Cost of living increases last year were 2.8% with merit reflected in potential year-end bonuses.

Field Project. Tyler Charest will send a drawing and quote for a figure 8 path. He may have to grade the slope. He will use ADA approved material for the path, but may require an extra base. His original quote was \$10,800, but prices may have increased. He can also do the plantings if necessary. The Conservation Commission has requested a bench be installed commemorating a long-serving member. Ideally, the entire project will stay within the \$25,000 given by the Conservation Commission. Christine will check if permits are required. The path should be completed in 3 days, weather permitting.

Old Business

There was a \$9,000 refund for overpayment of a repair to the HVAC system, which was paid from repairs and maintenance account.

Memorial Funds. Most funds are intended for general enhancements to library services. Some specify interest only can be used, leaving the principal untouched.

Scott Fund.

Balance is approximately \$354,000 (NHPDIP). Funding has come from the following contributions:

February 2022	\$ 6,400 for books (spent)
July 2022	\$ 47,000
November 2022	\$200,000 (for general library use. Not for operating budget items)
September 2025	\$ 70,000.00

On March 8, 2023, the board voted to open the NHPDIF fund with \$245,000.

Christine will research minutes of previous meetings to determine whether there are any restrictions on Scott funds.

Special Projects Fund. Balance is \$80,000. \$26,000 was spent on Nelson Room and an estimated \$22,000 is to be spent for moveable walls.

Christine recommends all of the refresh money come from the Scott Fund.

Motion for past spending on improvements for refresh project be reallocated from the Repairs and Maintenance Account to the Scott Memorial Fund was made by Randall Mikkelsen, seconded by Rosemarie Bayek. Motion accepted: Ayes 3; Opposed 0; Abstentions 0.

Motion to take costs of future improvements related to library “refresh project” from the Scott Fund was put on hold for the time-being.

CRF Interiors quoted \$22,500 for a vinyl moveable wall for the Nelson Room. Motion to approve up to \$25,000 for the moveable wall in the Nelson Room was made by Megan Lee, seconded by Mary Gori. Motion accepted: Ayes 3; Opposed 0; Abstentions 0.

New Business. To be discussed in May.

The only copy of the 2019 Policy on how to spend funds is marked “Draft.” The minutes are unclear if it included amendments. Trustees will need a vote to reaffirm the final policy after reviewing.

Specific guidelines for Scott Fund spending.

Director’s Spending Authority Guidelines – Christine will draft policy.

The meeting adjourned at 11:55 am.