

PLAISTOW PUBLIC LIBRARY

MEETING OF BOARD OF TRUSTEES

Thursday, September 3, 2026

The Plaistow Public Library Board of Trustees held a meeting at the Library on Thursday, August 13, 2026.

Present: Randall Mikkelsen, Chair
Rosemarie Bayek, Treasurer
Megan Lee, Secretary
Dolores Coyle-Quirk, Trustee at Large
Michelle Sykes, Trustee at Large
Mary Gori, Alternate

Absent: Kathleen Slade, Alternate

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

Call to Order:

The meeting was called to order at 9:30 am.

Secretary's Report and Minutes:

Minutes of August 13, 2026 were reviewed. Motion to accept the minutes was made by Michelle Sykes, seconded by Dolores Coyle-Quirk. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Chair Report:

The format of the performance survey for the Director was found satisfactory. The Trustees were asked to hand in their surveys by September 15, 2026.

Treasurer's Report: Presented by Director Christine Muir

The library is on track for spending, with spending to date at 66 percent of the full year budget, below the 73% target level. The bottom line of 66% does not include payroll for this period.

The \$8,000 bill for ENE maintenance may be more because we are waiting for the revised bill for service during a power outage.

Postage is over budget due to passports, the revenue from which offsets the overage.

The adult programs overage is compensated for by fees for the programs.

The purchase of the benches is the reason the programs: social activities are over budget. That will be reimbursed by the Conservation Commission.

Gas and electric are still over budget. Christine is looking for better rates, but is not hopeful. The library does not qualify for reduced rates.

The tech support is the same as last month.

Motion to approve Treasurer's Report made by Dolores Coyle-Quirk, seconded by Michelle Sykes. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Correspondence and Communication:

None.

Friends of the Library:

The Craft Fair is September 12, 2026. There are currently 35 vendors registered.

The Antique Rodeo is being deferred, probably until the spring.

They are looking for a list of sponsors for Friends' events.

They are considering an indoor mini golf event in the library during the Winter. The cost would be approximately \$600 for 9 holes and \$900 for 18 holes. They are looking at the possibility of sponsors for each hole.

Director's Report:

Budget/Capital Improvement Plan

The fiscal 2027 budget was submitted last week. The Director has not yet received a response from the town manager.

Field Project

The path and benches have been installed. Dylan has quoted \$20,000 for the garden. Jill from the Conservation Commission would like a second quote. Heritage Landscapers (f/k/a Freshwater Farms) will meet to discuss the garden on September 3, 2026. There should be a two-phase quote, there is \$6,000-\$8,000 in the Conservation Commission's budget. Phase 1 is shrubs, trees and tarping the inner circle for the winter (\$6,800). Phase 2 would be in the spring and include a butterfly garden and a hummingbird garden in the center. Costs should be by bed, possibly paid for by donors. The possibility of signage for donors was discussed. Using volunteers for garden maintenance (watering/weeding) was discussed. Some mowing will need to be included in the budget. Some other options were discussed for ways to fund the garden: Memorial Funds (will be researched), interest on the Grounds Enhancement Fund (\$500 in interest to date this year), donation from The Friends. Plaques are being discussed for the benches. Tim Moore from the Conservation Commission will have a plaque on a bench. Additional possibilities will be considered. Jim Peck will be making a bench/table for the garden out of a piece of a large elm tree at no cost to the library.

Old Business:

Pages

The Trustees must approve the hiring of Cameron Farnell and Haydin Simmons as pages.

Motion to approve the hiring of the new pages made by Rosemarie Bayek, seconded by Megan Lee. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

TCA Controls (HVAC)

A credit check was required for monthly payments or, in the alternative, payments are due on receipt with a W-9. There was a question as to why municipalities would be subject to credit checks. Christine will check with Greg.

TD Bank

There is still an issue with depositing cash. The bank requires 2 days before they will transfer cash deposits from the savings to the checking account. Rosemarie Bayek and Christine Muir will look into moving accounts to M&T Bank.

New Business:

Libby (digital books) and Kanopy (films and documentaries) will be requiring the use of a pin/password to access accounts effective 10/1/2026. The library will start posting information this weekend and begin advising patrons. There is no change to Hoopla.

The date of the next meeting is to be determined.

Motion to adjourn was made by Michelle Sykes, seconded by Rosemarie Bayek.
Motion approved: Ayes 5; Opposed 0; Abstentions 0.