

PLAISTOW PUBLIC LIBRARY  
REGULAR MEETING OF BOARD OF TRUSTEES  
Thursday, April 17, 2025

The Plaistow Public Library Board of Trustees held a Regular Meeting at the Library on Thursday, May 8, 2025, at 9:30 am.

Present: Megan Lee, Chair  
Rosemarie Bayek, Treasurer  
Jennifer Kiarsis, Secretary  
Randall Mikkelsen, Member at Large (arrived at 10:15 am)  
Kathleen Slade, Alternate (left at 10:00 am)(voting for Randy Mikkelsen)  
Mary Gori, Alternate (voting for Michelle Sykes)

Not Present: Michelle Sykes, Member at Large

Others Present: Cab Vinton

**Call to Order:**

The meeting was called to order by Megan Lee at 9:32 am. Mary Gori was selected to vote on behalf of Michelle Sykes; Kathy Slade was appointed to vote on behalf of Randy Mikkelsen.

**Slate of Officers:**

Motion to continue the present slate of officers was made by Jennifer Kiarsis; seconded by Rose Bayek. Motion approved: Ayes 4; Opposed 0; Abstentions 0. Both Alternates, Kathleen Slade and Mary Gori, have been appointed and sworn in for another year.

**Secretary's Report:**

The minutes of the Regular Meeting on April 10, 2025, and a Special Meeting on April 17, 2025, were reviewed. Motion to approve the minutes of these two meetings was made by Mary Gori; seconded by Kathy Slade. Motion approved: Ayes 4; Opposed 0; Abstentions 0.

The secretary advised that she had taken care of a card from the Board to the Major family, as well as leaving a note on the Obituary page for Kathy Morin as no address or family member was mentioned.

**Treasurer's Report:**

There was some discussion regarding risk for our Memorial Funds, and whether we should consider transferring a part of them back to TD Bank. Cab will reach out to Jim Peck, who was an excellent advisor for the Library regarding investments futures.

The Board needs to consider more projects to get the Memorial Fund account to the target 35-45% of the total budget.

As of this month, the Library is under budget by approximately \$10,000; however, this will not continue as the year goes on.

Motion to accept the Treasurer's Report was made by Mary Gori; seconded by Jennifer Kiarsis. Motion approved: Ayes 4; Opposed 0; Abstentions 0.

**Correspondence and Communication:**

The Library bookkeeper is merging with a new accounting firm. She will continue to serve our libraries (and other on her client list) and the transition should be smooth. She is approaching retirement and this move will enable her to ease out, leaving her clients in capable hands.

**Friends of the Library Report:**

Mary Gori reported on behalf of the Friends. They would like to cut back on refreshments and keep it to those groups that are 10-15 in number. The idea was to relieve Georgia, who was baking for every meeting, regardless of the number of people attending. Jennifer O'Connor has now taken that on, as well as organizing the time/space. That was not the intention of the Friends. Several Board Members offered to bake if needed. Maybe a call chain of people offering should be made?

Plant Sale: May 10<sup>th</sup>

Shredding Event: June 28<sup>th</sup>

Craft Fair: September 20<sup>th</sup>

Summer pass to the Boston Aquarium

Providing Music for the May 29<sup>th</sup> – 25 Library Building Anniversary

Mary thought it might be nice if the Board nominated our Plaistow Friends Group for the NHLA this year. Specifically members Jeanne and Dot, who are always taking care of everything, it seems. The Board agreed. Research will need to be done on how to accomplish this, and in what time period.

**Southern New Hampshire Library Cooperative Report:**

All quiet.

**Director's Report:**

Roof work by Lane Roofing is scheduled for the week of June 9 at 6:00 am. The contract between the Town and Lane Roofing was signed. Logistics still are being worked out to provide the least interruption of the regular working hours at the Library. A few questions: dumpster location; parking; toilet facilities, etc.

Annual review with Paul O'Brien on the HVAC maintenance was reported. In the mechanical room there is an expansion tank that needs to be replaced. The cost will be approximately \$15,000.

Parking lot repairs were last done in 2020. The lot should be inspected every 2-3 years. The Town recommends Petra Paving, who will be at the Library tomorrow at 9:00 am. The Library is looking for filling in the cracks that have arisen in the parking lot, and to have it restriped.

The Library is hosting a CSA again this year beginning May 22. Wild Fern Farm is the CSA this summer.

There is one new hire being considered at the Library. Hannah Costine is the proposed new page who will replace Olivia Triani. Motion to hire Hannah Costine, pending results of her interview, was made by Rose Bayek; seconded (enthusiastically) by Megan Lee. Motion approved: Ayes 4; Opposed 0; Abstentions 0.

A portrait of President John F Kennedy, painted by Harriet Ingalls who was a long time resident of Plaistow, was donated to the Library. It was agreed that this type of donation should be given to either the Town Hall or the Historical Society.

The Summer Reading Program is expected to be as exciting and packed with all kinds of activities as usual. Jenn Dawley has done a great job with donations. A thank you note will be sent out by the Board to Methuen Constructions, whose extremely generous donation of \$500, is greatly appreciated.

The 25<sup>th</sup> Anniversary of the Library Building is set for May 29<sup>th</sup>. There will be a number of activities and events taking place during the day and evening arranged by the staff and the Friends of the Library.

It was suggested due to the turmoil over the past couple of months with cutting budgets and grants, it might be a good idea to have an event that emphasizes the importance of Libraries in these times. Several names were floated for this event.

**Trustee Conference Debrief:**

Randy has set up a document, which he will share with the Board. This document includes notes from those who attended this year's Trustee Conference and particular sessions review.

**Field Fundraising/Meeting:**

It was agreed by the Board that we need more detailed plans than what was provided. A meeting with Ridgley was recommended to get a better idea of the plants, where they will go, and more information on the walkway, etc.

Also it was agreed that before we get too far into the plans, we should have a wetlands expert come and inspect the area so that we can be absolutely certain about places that would be off limited and have it documented.

The next meeting is scheduled for June 12, 2025, at 9:30 am

Adjourned at 11:05 am.

Respectfully submitted,

Jennifer Kiarsis  
Secretary