

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING  
October 2, 2025

The Plaistow Library Board of Trustees held a Special Meeting at the Plaistow Public Library on October 2, 2025.

Present: Randy Mikkelsen, Chair  
Megan Lee, Assistant Chair  
Rosemarie Bayek, Treasurer  
Jennifer Kiarsis, Secretary  
Kathy Slade, Alternate (voting for Michelle Sykes)  
Mary Gori, Alternate

Not Present: Michelle Sykes, Trustee at Large

Others Present: Cab Vinton  
Dot Ketchum, President of Friends of Library  
Dolores Quirk, Community Member

Call to order was made by Chair at 9:30 am.

The purpose of this Special Meeting was to accept the resignation of Cab Vinton and to nominate and approve members of a Search Committee for a new Director.

Motion to accept the resignation of Cab Vinton, Director of the Library, and to acknowledge that this position will be vacant at the end of the year was made by Randy Mikkelsen, seconded by Rosemarie Bayek. Motion passed: Ayes 5; Opposed 0; Abstentions 0.

Discussion followed regarding suggested persons to be on the Search Committee. It was proposed as follows:

2-3 Board of Trustees  
1 Friend of the Library  
1 Community  
1-2 Town officials  
Staff will be consulted

Motion to approve the following people as members of the Search Committee: Randy Mikkelsen, Rosemarie Bayek, Jennifer Kiarsis – Board of Trustees; Dot Ketchum – Friends; Dolores Quirk – Community; Bill Coye – Chair, Town Selectmen, along with others who may have interest, and are approved by the Board of Trustees, was made by Rosemarie Bayek; seconded by Kathy Slade (voting for Sykes). Motion passed: Ayes 5; Opposed 0; Abstentions 0.

Further discussion regarding other members included Chris Knutsen, Fire Chief, because of his experience hiring and managing employees; Hampstead Director Kate Thomas, because she is familiar with the Plaistow Library (interned here). Randy has Kate's information and will be contacting her.

Dolores Quirk was invited to join the meeting.

Randy distributed two documents to help the Search Committee. A tentative timeline was suggested. Phase 1: Preparation and Planning – October 31<sup>st</sup>; Phase 2: Recruitment – from date of posting to November 21<sup>st</sup>; Phase 3: Screening and Interviews – November 21<sup>st</sup> to mid-January (holidays may complicate interviewing process); Phase 4: Selection and Offer – mid-January with a start date of end of January.

Considering that the holiday season might complicate the search process (as well as the possibility that the incoming Director may have contractual obligations), Cab was asked if he would be able to assist the Library after his termination date in some capacity. He suggested that perhaps Jenn Dawley could act as interim Director and he could act as a resource; or he could come into the Library 2 to 3 times a week during the period between his departure and the start date of a new Director; or a “Library Nanny” may be an option.

Cab offered ways in which he could assist the Board during this transition. He advised that the budget for the Library will be drafted and presented to the Board by the next regular meeting. He is willing to assist with sites that provide advertising for a new director. A salary range will be obtained from Cab as he is familiar with peer comparisons. Cab also will update the current job description; in particular some management tasks for the Plaistow Director are different from other town libraries. An exit interview has been scheduled following the October 9 regular meeting of the Board.

It was recommended that the Board have a job description posting ready on or before November 1<sup>st</sup>.

Discussion followed regarding sharing of documents, staff complement, preliminary questions that may be presented to a candidate. The next Search Committee meeting will be on Thursday, October 16, at 10:30 am.

Motion to enter Non Public Session was made by Jennifer Kiarsis; seconded by Rosemarie Bayek. This meeting was called to discuss personnel matters in accordance with RSA 91-A:3, II(a).

Roll call vote to enter Nonpublic session:

Randy Mikkelsen	YES
Megan Lee	YES
Rosemarie Bayek	YES
Jennifer Kiarsis	YES
Kathy Slade (for Sykes)	YES

Public session reconvened at 11:50 am. The next meeting of the Board of Trustees will be October 9, 2025, at 9:30 am. The Search Committee will meet again on Thursday, October 16, 2025, at 10:30 am.

Meeting adjourned at 11:55 am.

Respectfully submitted,

Jennifer Kiarsis  
Secretary