

PLAISTOW PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Thursday, Nov. 13, 2025

Draft Minutes

Called to order 9:40 am

Present: R. Mikkelsen, M. Sykes, M. Lee, K. Slade (alternate), C. Vinton, director

1. The Chair appointed Alternate Kathy Slade.
2. Secretary's Report & Minutes
 - a. October minutes are posted
 - b. Approval deferred to next time
3. Treasurer's Report - deferred to December.
4. Correspondence and Communication
 - a. None
5. Friends of the Library Report
 - a. Michelle Sykes - reports no meeting until January/February
 - b. In December - flower arranging

6. Director's Report
 - a. Pool of available subs has been shrinking.

Motion – to hire John Murray contingent on background check. Moved by M. Lee, seconded by M. Sykes. Approved 4-0-0.

- b. Outdated staff PCs were replaced with refurbished ones. Some public PCs are also being replaced. (Windows 10 end of life made some of these replacements mandatory)
 - c. Cab ordering new pendant lights (\$1400 each) in atrium. Money to come from refresh budget.
 - d. HVAC system is 25 years old. Replacement included in capital improvement plan, with balloon payment targeted around 2035. May want to look at alternative systems, such as heat pumps.
 - e. Carpet is not holding up in Nelson Room. Rachel will meet this week with the flooring company that did the meeting space at Hampstead library. Will get samples to assess.
 - f. Bookkeepers office - repurposing for an archival/ digitization lab.
 - i. Need to decide which records to keep there (securely) and which to move to a secure spot in the attic.
 - g. Combined Holiday luncheon/Retirement for Cab at Zorvino's. Randy to approach Friends on board's behalf for partial support.

- h. Capital planning - with Jen D got updated numbers from contractors with 20-year plan.
 - i. Forwarded to Planning/CIP; haven't heard back.
- i. Budget - Chair to seek clarification of whether the town Budget Committee needs more information regarding library budget.
- j. Financial - Still ironing out bookkeeping procedures and streamlining. Delegating some duties to Rachel. Deb working out well; will be able to generate reports for new director.
- k. Cab to present thoughts on future board/director relations.
- l. Cab to provide calendar and budget guide.

7. Business

- a. Search Committee update/succession
 - i. Received 10 resumes so far in directory for Search Committee.
 - ii. Search committee to meet next week, decide best way to keep full board informed on candidate status.
 - iii. Cab may be available after 12/31 retirement to do limited consultation.
 - iv. Board to investigate substitute/interim admin services such as "Library Nanny."
- b. Budget update
 - i. Library 2026 budget proposal was approved by Selectboard and town Budget Committee. Still subject to revision depending on overall town budget decisions.
- c. Field Project Update
 - i. Project team backed out. Jen D. investigating alternatives.
 - ii. Conservation Committee remains committed to pledged contribution.