

PLAISTOW PUBLIC LIBRARY
REGULAR MEETING OF BOARD OF TRUSTEES
Thursday, December 11, 2025

The Plaistow Public Library Board of Trustees held a Special Meeting at the Library on Thursday, December 11, 2025 at 9:30 am.

Present: Randall Mikkelsen, Chair
Rosemarie Bayek, Treasurer
Jennifer Kiarsis, Secretary
Megan Lee
Kathleen Slade, Alternate
Mary Gori, Alternate (Voting for Michelle Sykes)

Not Present: Michelle Sykes

Others Present: Cab Vinton, Director
Jennifer Dawley, Assistant Director

Call to Order:

The meeting was called to order by Randy Mikkelsen at 9:35 am.

Secretary's Report:

Motion to approve the minutes of October 9, 2025 and November 13, 2025 was made by Rose Bayek; seconded by Megan Lee. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Treasurer's Report:

Memorial Funds have remained the same. It was suggested that all funds have separate accounts for a cleaner accounting of the allocation of interest, which is now done manually. It was also recommended that all Memorial Funds currently held at TDBank be transferred to the NH Public Deposit Investment Fund.

Budget indicates a \$17,005 remaining for the year end. This will be used for the last payroll and other outstanding bills. A transfer from Library funds may be required.

Information regarding the Primex numbers have not been provided by the Town Manager. A provisional estimate only was given.

Final year end budget, last bill payments, and transfers will be decided before December 31.

Motion to approve the Treasurer's Report was made by Jennifer Kiarsis; seconded by Mary Gori. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Correspondence and Communication:

There has been a Right to Know request for the salary of the Library Director. It will be complied with by the Chair of the Trustees. The Chair will direct the Town that any future requests from the Library should be directed to the Library Right to Know form, which is on the website.

Jennifer Kiarsis announced that she will not be running for the Board of Trustees in March after 28 years of service. Further discussion followed regarding recruitment and potential candidates. Filing period for signing up to run is January 21-30.

Friends of the Library:

The Friends will meet in January. No plans have been made for the money from the Casino that was awarded to the Friends. There was a flower arranging program recently that had 12 people attending.

Director's Report:

The last farewell for Cab will be on Wednesday, December 17 between 1-5. This will give the public and patrons an opportunity to say goodbye.

The Custodial company, Homemade Clean is doing a great job. They have been working at the Library for two months and are easy to work with.

In addition, the new bookkeeper is also working out, and has a positive and humorous personality. Cab enjoys working with her, and feels that she is a good fit for the Library.

Rose Bayek asked about the snow removal at the Library and arrangements with the Town. Relations with the Town have greatly improved, and the Maintenance Department has been amicable about tasks that need to be done to keep the parking lot and sidewalks safe.

Patron donations were discussed. There are a few donors that may be contacted to see if they would like their donations returned for reasons of space needed. Another alternative is contacting the Historical Society. Jenn Dawley and Jenn Kiarsis will attempt to find out the original donors of certain items that need to be removed, and then contact them regarding their donations return. In the future, the Library will draft and implement a "Letter of Intent to Donate" form, which will assist with the acceptance of future donations.

Cab asked the Board to consider hiring an additional on call substitute for the Library. Susan Johnson has been a volunteer for approximately a year, and would like to join the staff on a substitute basis. Motion was made to hire Susan Johnson as an on call substitute staff member by Megan Lee; seconded by Rose Bayek. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

A vinyl floor sample selected by the staff was presented for installation in the Nelson Room and the rest room off the vestibule. The floor estimate is approximately \$15,000, depending on the final selection of the vinyl product. It was suggested, and there was consensus, that the kitchen and vestibule be painted prior to the installation of the vinyl floor. Final estimates for these projects will be presented at the next Trustee meeting.

Search Committee Report:

The Board received 11 responses to the Director posting. Four candidates were chosen for an initial interview. It is the intent to keep the Board of Trustees up to date on the progress of the interview process, and the Board will be invited to attend final interviews.

Cab advised that his last day on site will be December 24. He and Jenn Dawley will review payroll and Accounts Payable procedures for a last time prior to that date. Cab agreed to become an On Call Consultant after January 1, 2026, if needed. Motion to cancel the contract

between the Plaistow Library and Cab Vinton, effective December 31, 2025, and to hire Cab Vinton as an On Call Consultant for the Plaistow Public Library at the rate of \$45 per hour was made by Jennifer Kiarsis; seconded by Megan Lee. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Discussion followed regarding the compensation to the Assistant Director, who will become Interim Acting Director during the period beginning January 1 until the hire date of the new Director. Motion to provide a weekly stipend of \$400 to the Assistant Director for the period she will be the Interim Acting Director only was made by Rose Bayek; seconded by Mary Gori. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Concerns regarding certain accessibilities were discussed; in particular, access as administrator to certain software and any dual authentication processes that are in place. It was agreed that the Assistant Director would be granted access where necessary, but that this access would be changed once the new Director is in place.

Meeting was adjourned at 11:15 am.

Respectfully submitted,

Jennifer Kiarsis
Secretary