

PLAISTOW PUBLIC LIBRARY
MEETING OF BOARD OF TRUSTEES
Thursday, January 8, 2026

The Plaistow Public Library Board of Trustees held a meeting at the Library on Thursday, January 8, 2026 at 9:30 am.

Present: Randall Mikkelsen, Chair
Rosemarie Bayek, Treasurer
Jennifer Kiarsis, Secretary
Megan Lee, Trustee at Large
Michelle Sykes, Trustee at Large
Kathleen Slade, Alternate
Mary Gori, Alternate

Not Present: Kathleen Slade, Alternate

Others Present: Jennifer Dawley, Interim Acting Director

Call to Order:

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

Secretary's Report and Minutes:

Motion to approve the minutes of December 11 and December 29, 2025 was made by Rose Bayek; seconded by Jennifer Kiarsis. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Treasurer's Report:

Some funds from Special Projects was used to cover expenses until appropriation funds were received. There was some confusion about the amounts and the Interim Acting Director will get clarification.

The ENE, HVAC vendor, bill was significantly higher than expected and it was paid in 2025. It was suggested that the Town be requested to provide \$12,286.29 from the Capital Reserve Fund to cover the HVAC repair bill. The Chair will send an email requesting these funds, along with supporting detail.

Amazon gift cards were provided for pages and substitutes using credit card points.

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

Correspondence and Communication:

Scott Campbell sent a nice letter to the Chair regarding his application to the Library Director position.

Friends of the Library:

Nothing to report. The Friends will be meeting later this month.

Southern NH Library Cooperative Report:

Nothing to report. It was suggested that this be taken off agenda. Report can be made a part of the Director Report.

Action List:

Donations: It was established that the Grandmother Clock in the History Room was donated by James Peck. The donor of the collections of birds and bears is still unknown, and those items will be boxed up and stored. Beanie Babies will be used as prizes for Summer Reading Program.

A new donation form has been created, which is more detailed than the previous one.

Laurie Houlihan, prior Library Director, donated a portrait of the Library that was gifted to her, with the stipulation that if it was no longer wanted, she would take it back.

Regarding finance, signatory authority will need to be done with the new Chair. The Treasurer and former Chair will get that done as soon as possible.

Director Report:

BitFix, a electronic recycling company, will be picking up the larger old electronic/computer devices (including an old very large printer) that the Library has accumulated over the years for \$199. Small electronics can be dropped off at Staples for no cost.

Building Projects: Two estimates have been received for the painting project for the meeting room and vestibule. A third is pending. A new flooring sample has been selected for the meeting room by Rachel, which has been approved by the staff.

Converting the History Room into a media room is being suggested by the staff. It was thought that perhaps the painting quote for the meeting room project might include this room as well. Also the conference table and an old wood library table need to be removed from the room to accommodate new modular furniture. It was suggested that the Vic Geary Center or Atkinson Community Center may be interested in them.

Raven will inquire about the value of the Grandmother Clock in the History Room with her clock repair contact. If we can sell it, Jim Peck, who donated it, might agree to put the money into Special Funds.

Megan Lee will set up a "Refresh Expenditure" tab on the Board of Trustees Action List file.

Susan Johnson, an on call employee, has offered to become minute taker at the Board's meetings. She will attend in February.

Auto-renewals have been activated as of January 2, 2026.

Bookkeeper and computer vendors are working with Cab for an easy transition for the new Director. Interim Acting Director has been touching base with him about a few things as well.

A Haverhill organization donated new books to the Library that were not accepted by the Haverhill Public Library. It was noted that the duplicate children's books could be used as prizes.

Old Business:

Search Committee: The two second interviews for candidates have been completed. The Search Committee will be meeting on Friday, January 9 at 2:00 pm to make a recommendation for the Board of Trustees. A Special Meeting of the Board will be on Monday, January 12 at 2:00 pm, to create an offer of employment.

Memorial Funds: Regarding the NH Public Deposit Investment Fund accounts, Megan will follow up to see if the separate accounting has been done.

Town Election: Dolores Coyle Quirk announced that she will be running for Trustee of the Library in March. Dates to sign up for candidates are January 21-30. The Clerk's office will be open on Friday, January 30 from 3-5 pm.

Deliberative Session will be January 31st. It was suggested that the former Director be asked to attend, as well as for the Budget Committee meeting on January 13, 2026.

Candidates Night is being scheduled for March 3, 2026. Jennifer O'Connor will not be able to attend. All arrangements will be made ahead of time, though. Jennifer Kiarsis will contact those running to find out who will be attending. Help may be needed to set up the room for the event.

It was suggested by Mary Gori that a Civic Corner be set up in the Library with photographs of our local officials so patrons would be able to "put a face to a name". It was also suggested the Library staff be included in the Civic Corner. The Director will canvas the staff. The Civic Corner idea was well received.

The Chair suggested a Report from the Chair be added to the agenda. All present agreed.

A Special Meeting of the Board will be on Monday, January 12, 2026 at 2:00 pm.

Next regular meeting of the Board will be on Thursday, February 12, 2026 at 9:30 am.

Meeting adjourned at 10:50 am.

Respectfully submitted,

Jennifer Kiarsis
Secretary, Board of Trustees