

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

March 13, 2017, PRML

7:00 PM

Draft Minutes

Present: Emily Sands, Mark Pensgen, Jean Strong, Suzanne Spencer (by phone), Mary King,
director

Absent: Nancy Liston

7:02 pm

Roll call

Announce: Non-public session announcement RSA 91-A:3, II, if necessary

- (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The hiring of any person as a public employee.
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.

Approval of agenda – with Susan Russo speaking for the Meriden Friends. Suzanne made a motion to approve the agenda. Roll call vote:

Jean – yes
Emily – yes
Mark – yes
Suzanne - yes

7:00-7:10

Public Comment

Cindy Heath – mentioned the 5 colleges Book Sale

Administration

Approval of Minutes (1/17, 1/23, and 2/13)

Suzanne made a motion to approve the 1/17 minutes. Emily seconded. Roll call vote:

Jean – yes
Emily – yes
Mark – yes
Suzanne - yes

Mark made a motion to approve the 1/23/2017 minutes, Jean seconded.

Emily made a motion to approve the 2/17 minutes. Jean seconded.

Roll call vote:

Jean – yes
Mark – yes
Emily – yes
Suzanne - yes

Correspondence received from: Margaret Gibson, Jean Thompson, the Plainfield Historical Society, Nancy Norwalk, Clint Swift (2), Kathy Gosselin, and Karen Anikis.

Nancy Norwalk had requested that the January minutes be revised to reflect that she said she had showed the special collections to several individuals. The board said it could not add something that wasn't said during the meeting, but would note her comment in this meeting's minutes.

Emily responded to one of Clint Swift's letters. In it, he stated "I didn't know the script had already been written in a non-public mediation agreement."

Emily said that in fact Clint and Bonnie Swift met on 11/23/2015 with their attorney, Emily Gray Rice, as well as Steve Halleran, Mark Pensgen and Barry Schuster during which it was disclosed that there was a mediation agreement in place.

Suzanne asked if a Select Board member was also present for that meeting. No one was sure.

The board received and responded to four Right to Know Requests: three from Bonnie Swift, one from Clint Swift.

Cindy Heath sent an email requesting that a previous email she sent not be considered a Right to Know request in previous minutes. The board responded that any informational request to an individual trustee or a quorum for information is considered a Right to Know request and needs to be treated and labeled as such for consistency.

No donations.

Reports

Director's Report (King)

Suzanne noted fiction section improvement and Peter Legare's work reorganizing it. Conference room being used frequently, including by the school and energy committee. Mary will be reposting for the circulation aid not filled in January.

Finance Report (Pensgen) – Suzanne asked about monies transferred from Meriden's to meet PRML needs at the End of 2016. Mark said there PRML alarm system problem which precipitated repair bills for the elevator and the phone company. Bill for door at PRML. \$4,000. These were underspent monies from Meriden.

Policies

Amendment of Library and Library Materials Use Policy – holding until April.

Amendment of Volunteer Policy – Emily made a motion to waive the full reading of the amended volunteer policy. Mark Seconded. Roll call vote:

Mark - yes
Jean - yes
Emily - yes
Suzanne - yes

Emily made motion to approve the amended volunteer policy. Mark Seconded. Roll call vote:

Mark - yes
Jean - yes
Emily - yes

Suzanne - yes

Projects

Special Collections

Correspondence from Jeanne Thompson and Plainfield Historical Society. The director does not plan to do anything to the collection. Mary noted that from now on in the statistics there will be reporting on use of the special collections.

Dept of Labor violations: update on cleanup of basement, shed, other items. PRML was cited by the department of labor for “housekeeping” in the old basement room and needs to be compliant by the end of March. Emily said that there is still a long way to go, stuff in the attic for cap on the roof. Long-term project. Art work removed that belonged to the friends. Suggested a time limit for more removal by the April or May meeting. Shed – Brad Atwater thinks it needs to be demolished after years of water damage. Some of the contents may be saved, some may go. Decide by May how to sort through and remove it.

NP Minutes – Some sets of nonpublic minutes not sealed correctly, intent to seal was clear. This is an issue of proper record keeping.

6/11/2012 – The nonpublic minutes indicate that a rollcall vote was sealed by roll call vote.

Emily made a motion to amend the 6/11/2012 public minutes to note that a roll call vote was taken in nonpublic session and that the vote carried unanimously. Mark seconded. Roll call vote:

Jean – yes
Emily – yes
Mark– yes
Suzanne– yes

1/14/2013 - NP minutes indicate that a roll call vote was taken to seal the minutes, again on the grounds of reputation.

Emily made a motion to amend the 1/14/2013 public minutes to note that a roll call vote was taken in nonpublic session and that the vote carried unanimously. Mark Seconded. Roll call vote:

Jean – yes
Emily – yes
Mark– yes
Suzanne– yes

7/8/2013 – NP minutes indicate that a roll call vote was taken to enter into nonpublic session, and that a roll call vote to seal the minutes was taken. Both motions passed unanimously.

NP minutes also clearly indicate that a vote to seal the minutes was taken again after a return to public session and passed unanimously. It looks like this piece was accidentally included in the NP minutes when it should have been included in the public minutes

Emily made a motion I make a motion to amend the public minutes of 7/8/13 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session which passed unanimously, and to include the roll call vote that was clearly held in public session based on our own records. Mark Seconded. Roll call vote:

Jean – yes
Emily – yes
Mark– yes
Suzanne– yes

8/28/2013 – NP minutes indicate that a roll call vote was taken to enter into nonpublic session and that a roll call vote was taken to seal the minutes. Both motions passed unanimously.

Emily made a motion to amend the public minutes of 8/28/2013 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session, and that a roll call vote was taken to seal the minutes, and that both motions passed unanimously. Mark seconded. Roll call vote:

Jean – yes
Emily – yes
Mark– yes
Suzanne– yes

9/9/2013 - NP minutes indicate that a roll call vote was taken to enter into nonpublic session and that a roll call vote was taken to seal the minutes. Both motions passed unanimously.

Emily made a motion I make a motion to amend the public minutes of 9/9/2013 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session, and that a roll call vote was taken to seal the minutes, and that both motions passed unanimously. Mark seconded. Roll call vote:

Jean – yes
Emily – yes
Mark– yes
Suzanne– yes

9/16/2013 – NP minutes indicate that a roll call vote was taken to enter into nonpublic session and that a roll call vote was taken to seal the minutes. Both motions passed unanimously.

Emily made a motion to amend the public minutes of 9/16/2013 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session, and that a roll call vote was taken to seal the minutes. Mark seconded. NP minutes indicate that a roll call vote was taken to enter into nonpublic session, and that a roll call vote to seal the minutes was taken. Both motions passed unanimously. Mark seconded. Roll call vote:

Jean – yes
Emily – yes
Mark– yes
Suzanne– yes

4/7/2014 – NP minutes indicate that a roll call vote was taken to enter into nonpublic session, and that a roll call vote to seal the minutes was taken. Both motions passed unanimously.

NP minutes also clearly indicate that a vote to seal the minutes was taken again after a return to public session and passed unanimously. It looks like this piece was accidentally included in the NP minutes when it should have been included in the public minutes

Emily made a motion to amend the public minutes of 4/7/14 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session which passed unanimously, and to include the roll call vote that was clearly held in public session based on our own records. NP minutes indicate that a roll call vote was taken to enter into nonpublic session, and that a roll call vote to seal the minutes was taken. Both motions passed unanimously. Mark seconded. Mark seconded. Roll call vote:

Jean – yes

Emily – yes
Mark– yes
Suzanne– yes

5/11/2015 – NP minutes indicate that a roll call vote was taken to seal the minutes and the motion passed unanimously.

Emily made a motion to amend the public minutes of 5/11/2015 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session, and that a roll call vote was taken to seal the minutes, and that both motions passed unanimously. Mark seconded. NP minutes indicate that a roll call vote was taken to seal the minutes and the motion passed unanimously. Mark seconded. Roll call vote:

Jean – yes
Emily – yes
Mark– yes
Suzanne– yes

PRML basement – Creation of public access computer desk for basement for three computer station and a station at the end for a printer.

Emily made a motion for the library to accept \$4,000 from the friends for Furniture. Jean Seconded. Roll call vote:

Jean - yes
Emily- yes
Mark- yes
Suzanne- yes

9:00-9:10 Friends updates
A. Friends of PRML Update (Cindy Heath)
B. Friends of Meriden Update (Susan Russo)

9:10-9:15 Public Comment
The board noted that it was Mark’s last trustee meeting and thanked him for his service. Suzanne noted that he was critical to the success of the transition to the single board.

Emily made a motion to adjourn. Mark seconded. Roll call vote:

Jean - yes
Emily- yes
Mark- yes
Suzanne- yes

8:46 Adjournment

Attachments:

Director’s Report [1]

Financial Reports [2]

