

Plainfield Library Board of Trustees

Monday June 19, 2017

7p.m., Meriden Library

Present: Emily Sands, Nancy Liston, Jean Strong, Richard Davidson, Suzanne Spencer, Mary King, Director

Draft Minutes

7:05 Approval of agenda – Emily Sands made a motion to amend and approve the agenda to change investment policy first then account consolidation. Dick seconded. All voted in favor.

Non-public session announcement (RSA 91-A:3) – (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

Public comment – No public comment

Administration

The board discussed the meeting warning process. Suzanne will warn board meetings and bcc the whole board to they are aware that it has been done. She asked board members to contact her if they feel it wasn't done properly and also asked members of the public to contact the board if they have concerns, ideally before rather than after the meeting

Correspondence – Two Right to Know Requests from Cindy Heath – Cindy requested the agenda before the April meeting and meeting dates after that meeting. The chair responded to both; the requests and responses are in the public correspondence binder.

One Right to Know request from Evan Oxenham. He asked for copies of previous years' utility bills on behalf of the town energy committee. In his request, he stated that he didn't need to have the bills until the end of June. The board responded to his request within five business days and said they would work on providing those records to him. These pieces of correspondence are in the binder.

The board reviewed that any correspondence that contains and information request falls under the Right to Know law, even if it is sent to an individual trustee. Anything that asks for an opinion or explanation is correspondence that we respond to at the next publicly warned meeting.

Approval of Minutes

4/10/2017 – Nancy Liston moved to approve the 4/10 minutes. Suzanne seconded. Nancy, Dick, Jean, and Suzanne voted in favor. Emily abstained.

06/07/2017 – Nancy Liston moved to accept the minutes. Emily Sands seconded. All voted in favor.

Donations - \$50 from Ann Yates from Anne's country store. There was a \$100 donation from a Mindfulness workshop at PRML.

Reports

Directors Reports – Department of Labor violations at PRML– The DOL toured PRML at the end of April and OKed the progress on cleaning up the basement and the promise that the older shed would be removed. Brad Atwater is addressing the rotting door.

Finance Reports – The budget is tight on oil and electricity, but everything else looks normal.

Working groups -

Policy – This summer the policy committee plans to review bylaws , patron conduct policy., meeting room policy, and the MOU with PRML friends. Nancy Liston said she had offered three dates to meet to discuss that in May during the May PRML Friends meeting.

HR – The board agreed to move all staff personnel files to the town office for more centralization and security.

Personnel Manual – The HR and/or Finance working groups could review/possibly recommend changes to vacation time, sick time, library closure compensation in accordance with town policy/practices. The board can have the town attorney’s office review the manual to make sure it accurately reflects state and federal laws.

Staff manual addendum – Mary will create a separate staff manual that covers issues like how fill out time cards, get subs, etc.

Finance – Emily brought up our need for an investment policy.

The board holds accounts at Vanguard (\$34K value), Oakmark (\$64K value), and Putnam Investments (\$18K). All of the investments are in somewhat conservative balanced funds. Mark Pensgen continues to be the only authorized person on those accounts.

There are procedures the Trustees are required to follow which includes creating an investment policy and filing some information with the States Attorney General Office. The Trustees have not done this in the past as the Trustees did not have actual custody of these funds until fairly recently. Emily contacted Terry Knowles about where the trustees are and where they need to go from here. Terry Knowles indicated that there is no cause for immediate concern - likely half of the libraries in NH are out of compliance and it is not a top priority of the AG office. However, she did agree that the Trustees ought to take the necessary steps to bring the board into compliance.

Emily indicated to Terry Knowles that these funds are generally considered to be "building funds" to be used towards making the Meriden Library ADA accessible within the next 2-4 years and that is likely that they will be spent down rather than invested for long-term use, such as an endowment. With that in mind, Emily and Ms. Knowles both believed it makes sense for the library to liquidate the investment accounts, hold the assets in fairly liquid securities (CD's, savings, and possibly Treasuries or other investments which do not put the principal value at risk), and develop a very simple investment policy focused on safety and preservation of value.

If the board decides to remain invested, then the necessary investment policy is much more complex, and Emily will go back to Terry Knowles' office for more information and samples before proceeding forward.

Emily made a motion that the Board authorize Mark Pensgen to liquidate the existing investment funds at Vanguard, Oakmark and Pubt nam, and transfer them to Mascoma Savings Bank to be held in a savings account and / or CDs until an investment policy is in place. Suzanne seconded. all voted in favor.

Account consolidation – Emily mentioned that while the PRML accounts are fairly simple (one checking account for operations and one savings account for fines), the ML accounts are very complex (8 accounts in total including checking, multiple savings, investments and a CD). There is a savings account for ML at MSB currently which can hold the funds from the mutual funds once they are sold. Emily will confirm that there are no restrictions for mingling these funds together in one account before proceeding forward. Emily also mentioned it may make sense to invest some of these savings in one or more CD's in order to earn at least some additional income since the rates on savings accounts are minimal. She will look into the specifics.

Emily noted that PPL currently maintains separate checking accounts for PRML and ML, and asked the board whether it would make sense to use just one single checking account going forward. She indicated that income and expenses would be allocated to each library and there would be no change in how the financials are reported – she and Mary both felt it was important to be able to see the costs for each library separately. After some discussion the board was in

consensus that it makes sense to consolidate both accounts into the existing PRML checking account at MSB.

Emily also pointed out that in figuring out next steps she had discovered that the existing PRML accounts at MSB had been established under an old tax id that is no longer in use. PPL now uses the town's tax id for doing business. Emily noted that the first step in consolidating accounts at MSB is to update all existing accounts to reflect the correct tax id.

Emily made a motion to update our existing accounts at MSB to reflect the town tax id which would apply to all PPL accounts for both PRML and ML. Suzanne second. All voted in favor.

Emily said she would need the SB to sign something saying that PPL (including ML and PRML) is authorized to use the Town tax ID.

The board discussed the fines accounts for ML and PRML and concluded that it did not make sense to consolidate those into a single account. Emily noted that PPL will need to open a new savings account for ML at MSB to hold fine money.

Emily made a motion to authorize Emily Sands and Jean Strong to open a savings account at MSB to handle fines for the Meriden Library, in which they will both be signers on the account. Dick seconded. All voted in favor.

Nancy Liston made a motion to authorize Mark Pensgen to close the CSB Savings, checking and cd to hand to the treasurer. Suzanne seconded. All voted in favor.

Emily made a motion for the board to authorize Emily Sands and Jean Strong to open one or more CDs on behalf of the PPL. Nancy Liston Seconded. All in voted in favor.

Cornish reciprocity – The finance group can meet this summer to see if it makes sense to make a request from the town of Cornish to cover library costs. This would need to be done by the end of the summer so the select board can consider the making the request to Cornish before budget season.

Facilities – PRML Attic and Basement cleanout and shed – discussed in director's report

Special Projects/Issues

Building committee update: Suzanne said she contacted everyone mentioned at the previous meeting. Bill Knight, Judy Hallam, one member of the FOML will join Trustees Suzanne and Nancy Liston. She will reach out again to those she has not heard from.

4th of July – Dick advocated that PRML be open on the 4th of July holiday, as it has been for many years. Mary said she was not comfortable asking staff to work that day, and we have no policy for what to pay staff for working on federal holidays. The board expressed concern that in the past labor laws had been violated to open the building. Dick said he felt it could be staffed with volunteers. Some trustees expressed concern that there have been problems with volunteers in the building and that either staff or trustees would need to be present. Some trustees also noted that there are public bathrooms available at the town hall across the street, so keeping the library open for that reason isn't a concern.

The chair asked a member of the public not to speak out of turn and hold their comment until the public comment section at the end of the meeting.

Suzanne made a motion the PRML be open for bathroom and hospitality from 10 am to 1 pm provided that two trustees are present the entire time. Dick seconded. All voted in favor.

Dick assured the board that he would be there and with another trustee and that he would take responsibility to ensure that all policies and procedures are followed. Suzanne noted that there is a volunteer policy in place.

Friends Updates

ML – no update

PRML – Cindy H – Nancy Liston complimented the PRML friends on the road cleanup. Of the donation recently received by the PRML Friends, \$2500 spent so far, including on a workshop that Virginia Drye is doing to make cushions for the juvenile room benches. The basement technology table has been ordered but not delivered.

Public comment – Nancy Norwalk expressed concern that PRML should be open from 9 am to 2 pm on July 4.

Dick Davidson made a motion to amend the previous motion to extend the 4th of July hours from 9-2 with two trustees present the entire time. Nancy Liston seconded. All voted in favor.

The chair asked a member of the public not to speak out of turn.

Dick again assured the trustees that he would take responsibility for the building. Suzanne noted that according to the motion that the board passed, if two trustees are not in PRLM during the hours specified, then it cannot be open to the public.

9:05 Suzanne made a motion to adjourn. Dick seconded. All in voted in favor.

Adjournment

Attachments: Finance Report

Director's Report