

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
October 17, 2016, Philip Read Memorial Library
7:00 PM

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

- 7:00 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

Suzanne made a motion to accept the agenda with public comment be kept to the public comment sections. Emily seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Public comment: Clint Swift shared his legal background and concerns about the meeting policy. The board has the power to set the tone. He said that he and Ron Eberhardt met and may disagree but have the best interests of the libraries in mind.

Bev Widger reminded everyone of the celebration at PRML on Nov. 6.
Diane Rogers asked to have receipts for any purchases for which the friends have donated money.

Administration

Suzanne – made a motion to amend the agenda to add a discussion about having a hard stop to meetings in administration under E. Emily seconded. Roll call vote:

Emily Sands – yes

Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer – yes

Approval of September Minutes

Emily made a motion to approve the 9/12 meeting. Nancy Liston seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Emily made a motion to approve the 9/23 minutes . Mark seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – abstain
Suzanne Spencer - abstain

Emily made a motion to approve the 9/23 public hearing minutes. Mark Seconded.

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – abstain
Suzanne Spencer - abstain

Schedule date for November budget meeting – The board will have its budget meeting on 11/14 at 7 and schedule an extra meeting in November if needed.

Correspondence –

The board received letters from Diane Rogers, Clint Swift, and Ron Eberhardt.

Clarification of Trustee responsibilities under RTK law: Emily thanked Clint Swift for his correspondence and said the Board certainly takes his concerns very seriously. She noted that RSA 202-A:17 only specifically addresses the removal of an employee, and that no employee has been removed from their position by the Board. She also stated that the Board has gone to tremendous efforts to ensure that all legal requirements are followed. The Board has reviewed its obligations under RSA 91-A many times, both with counsel and at continuing education seminars. Additionally on behalf of the Trustees Emily has followed up with town administration regarding any town statutes and personnel policies that may apply, and the Board has reviewed the library's own personnel policy. Emily reiterated that the Trustees are committed to complying with all of the right-to-know obligations, both in the letter and spirit of the law.

The board discussed RTK as it applies to emails to individual trustees. While a member of the public can make inquiries to an individual trustee that fall under RTK, this is a grey area, and if a trustee is out of town, has other commitments that keep him/her from responding, the board isn't liable. If the board or an individual trustee receives a request, the law provides five business days for a response. The board recommended that members of the public use the town office for RTK requests, as that is where the minutes and correspondence are kept and staff is available. Suzanne requested that if an individual trustee receives and responds to an email that is a RTK request that the trustee forward the email and response to the board to reduce possible duplication of efforts and to be able to place that request in the public record.

Donations - PRML received a memorial donation of \$335 in the memory of Anita Barrett. ML received a donation designed for children for programs or materials.

Adjournment of meeting –Suzanne proposed having a hard stop to the meetings at 9 or 9:15. She noted that the Lebanon library trustees oversee two libraries and a budget ten times as large as Plainfield's, and their monthly meetings last less than two hours. Other members of the board expressed concern about not being able to get the board's work done. Emily suggested that if we have a lot on the agenda when we reach 9 or 9:15 pm we re-assess the agenda then. Suzanne asked the public to note that the board's response to her request is an example of how she has no power to "direct" the board, as was asserted in a critical letter to the board.

Director's Report (King) – Mary mentioned that downloadable books have seen a significant increase in use. Discussion of the status of newly hired employees, cataloging special collections, and weeding. Suzanne asked about staffing downstairs now that the junior room has moved there, noting that she'd been into PRML a couple times when the library was busy and no one was downstairs working. Mary said that she would have required times for basement staffing at designated times, and Nancy Norwalk can use that time to work on special collections.

Finance Report (Pensgen)

Working Groups

Policies – Volunteers Policy, 3rd Read (Spencer) – Nancy Liston made a motion to waive the third reading of the volunteer policy. Emily seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Nancy Liston made motion to approve the volunteer policy as amended. Mark Pensgen seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Policies – Meetings, 3rd Read (Sands) Emily made a motion to waive the third reading. Mark seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

All voted in favor. Nancy Liston moved to accept the meeting policy as written. Suzanne seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Exhibitors Policy and Release, 3rd Read (Liston/Pensgen). Nancy Liston moved to waive the exhibitor policy. Emily Sands seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Emily Sands moved to accept the exhibitors policy. Nancy Liston seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Jean will serve on the committee to decide what art can be hung.

Personnel committee will be reviewing the personnel manual in the next month or two.

Projects

Basement update (King, Strong, Nancy Norwalk, Brad Atwater)

Update on moving of special collection and junior collection

Update on ongoing projects and what is reasonably expected to be completed for the November celebration. Electrical work started on Oct. 6. Desk is scheduled to be delivered next week. Art hanging system has arrived and Brad will install it. Kitchen cabinets have arrived. The counter is being installed. Mary indicated that much of her time has been in the last two months has been spent dealing with basement purchases. Plaques are supposed to arrive on Nov. 3.

Mike Sutherland has new software he wants to use to redo the webpages so that there is one web page for the libraries. That software could also provide content management for accessing the special collections. There is currently no software for the special collections. Nancy Liston asked about scanning catalog cards for the current special collections cards.

Nancy Liston requested an update on the status of the old PRML basement room at the next meeting.

Clarification requested by Suzanne re \$3000 additional spending on special collections shelving. Mark said that no expenses were incurred that were not approved by the board.

Friends updates

Friends of PRML Update (Bev Widger)

Bev Widger reiterated the success of the PRML Friends book sale and gave an update on the November 6 celebration. Nancy Liston asked what the current membership of the PRML friends were. Bev said 25 members. Emily thanked the friends for their efforts.

MOU –Bev requested that the PRML friends meet with the board policy committee to discuss proposed changes to the MOU. Suzanne said she was against this and asked that the PRML Friends provide their proposed revisions to the board in advance of the next meeting and have a full board discussion at that point. Nancy Liston agreed and said that there would not be two separate MOUs. Bev said she didn't want to provide their proposed MOU to the full board and wanted to meet with the policy committee to discuss it first instead. Suzanne asked again to see a copy of the proposed changes and Bev declined. Emily suggested as a compromise that the PRML Friends meet with the Meriden Friends to see if they could agree on any changes to improve the MOU. If the two groups can agree on any changes, then they will meet with the policy committee to discuss adopting them.

Friends of ML Update (Susan Russo) Susan mentioned that the Meriden Friends used KUA's auditorium as a concert venue, and that was successful. Nancy Liston asked how many members the Meriden Friends have. Susan Russo said about 100.

Public Comment – Clint asked for a copy of Emily Sands' response regarding the meeting policy. Bev asked for the status of Meriden Library Association gift. Mark said that those transfers are complete and in the trustees custody.

Emily Sands made a motion to adjourn. Nancy Liston seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

9:01 pm Adjournment

Attachments:

Director's reports [2]

Financial Reports [2]

VISITS	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Adult	389	357	390	345	357	505	383	433	373				3532
YA	6	10	3	6	16	17	35	30	24				147
Children	79	117	93	92	123	318	230	205	140				1397
Total Visits	474	484	486	443	496	840	648	668	537				5076
CIRCULATION													
Adult	343	333	324	353	328	346	364	322	276				2989
Children & Teen	350	357	330	331	403	429	444	453	417				3514
ILL In-coming	24	42	43	20	21	21	28	29	28				256
Periodicals	32	23	26	37	25	27	25	25	26				246
Downloadable	80	90	104	107	87	111	109	107	101				896
Total Circulation	829	845	827	848	864	934	970	936	848		0	0	7901
PROGRAMS													
Childrens Progra	2	5	6	7	4	6	7	4	5				46
Adult Programs	4	4	3	5	3	2	1	2	1				25
Childrens Attend	9	35	44	71	86	179	200	74	245				943
Adult Attendance	49	18	13	25	15	245	4	100	5				474
Total Attendance	58	53	57	96	101	424	204	174	250	0			1417
OTHER													
Items Added	33	35	48	25	34	38	33	34	43				323
Items Removed	0	0	51	39	0	0	0	0	23				113
Computer Use	31	25	34	19	28	24	20	20	16				217
Volunteer Hours	14.5	6	7	6	11	6	4	6	4				64.5

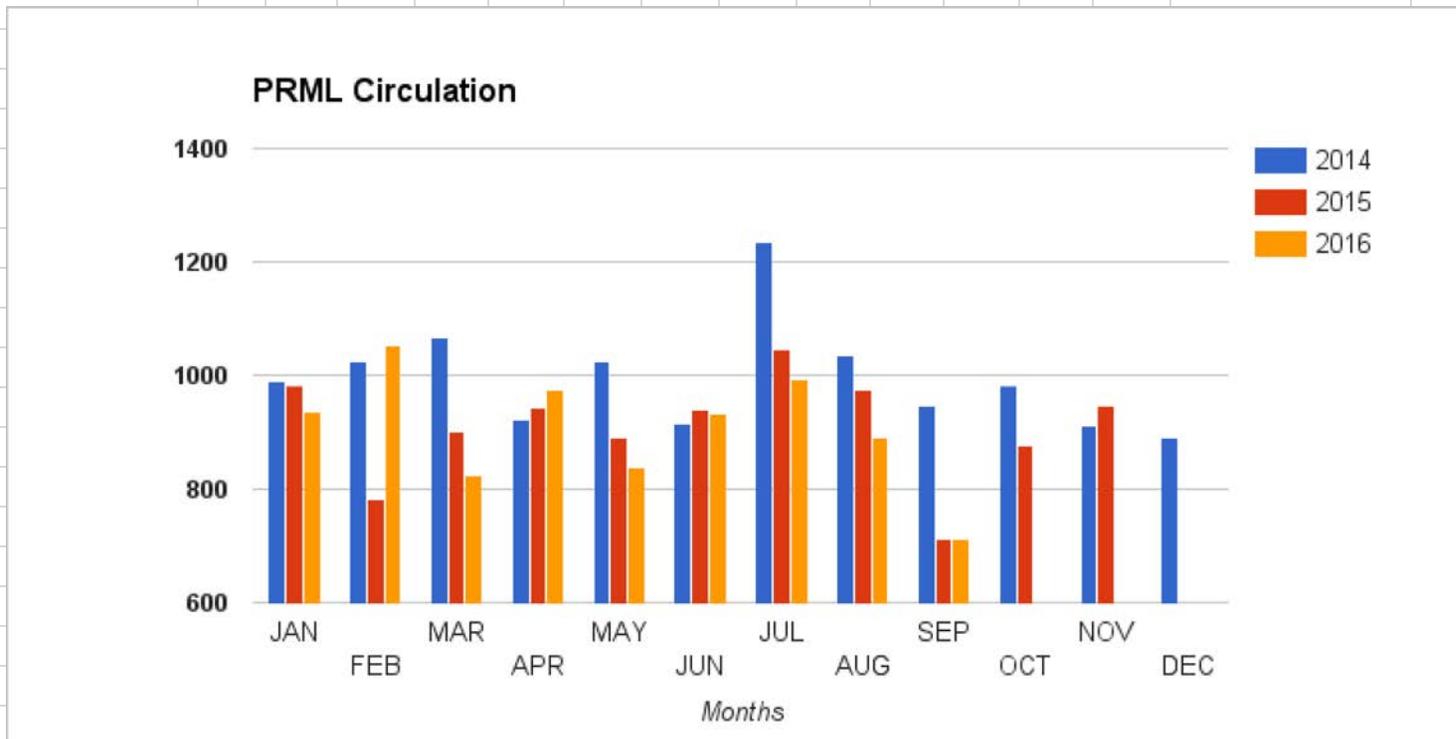
**Plainfield Libraries
 Meriden P&L Budget vs. Actual
 YTD 2016**

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	2,059.79	3,005.00	-945.21
Appropriation - Operations	11,500.00	18,648.00	-7,148.00
Appropriation - Salary	26,925.99	39,577.00	-12,651.01
Total Town Appropriation	40,485.78	61,230.00	-20,744.22
Trust Fund Income	720.00	700.00	20.00
Gifts	100.00		
Fines	107.00		
Book Sales	50.34		
Interest Income			
Interest - Checking	0.78		
Interest - Savings	48.59	10.00	38.59
Total Interest Income	49.37	10.00	39.37
Misc Income	65.00		
Total Income	41,577.49	61,940.00	-20,362.51
Expense			
Salaries	26,925.99	39,577.00	-12,651.01
FICA	2,059.79	3,005.00	-945.21
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	320.45		
Books & Magazines	693.10		
Library Materials - Other	3,396.59	8,000.00	-4,603.41
Total Library Materials	4,410.14	8,000.00	-3,589.86
Telephone	436.03	540.00	-103.97
Electricity	931.09	1,700.00	-768.91
Fuel Oil	1,111.08	1,768.00	-656.92
Water/Sewer	400.00	500.00	-100.00
Supplies	492.09	800.00	-307.91
Postage	119.40	250.00	-130.60
Professional Activities	95.00	300.00	-205.00
Programs	319.67	400.00	-80.33
Furniture/Equipment	47.48	100.00	-52.52
Maintenance	909.98	1,800.00	-890.02
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	1,026.75	1,800.00	-773.25
Misc Expense	8.97	100.00	-91.03
Total Expense	40,293.46	61,940.00	-21,646.54
Net Ordinary Income	1,284.03	0.00	1,284.03
Net Income	<u>1,284.03</u>	<u>0.00</u>	<u>1,284.03</u>

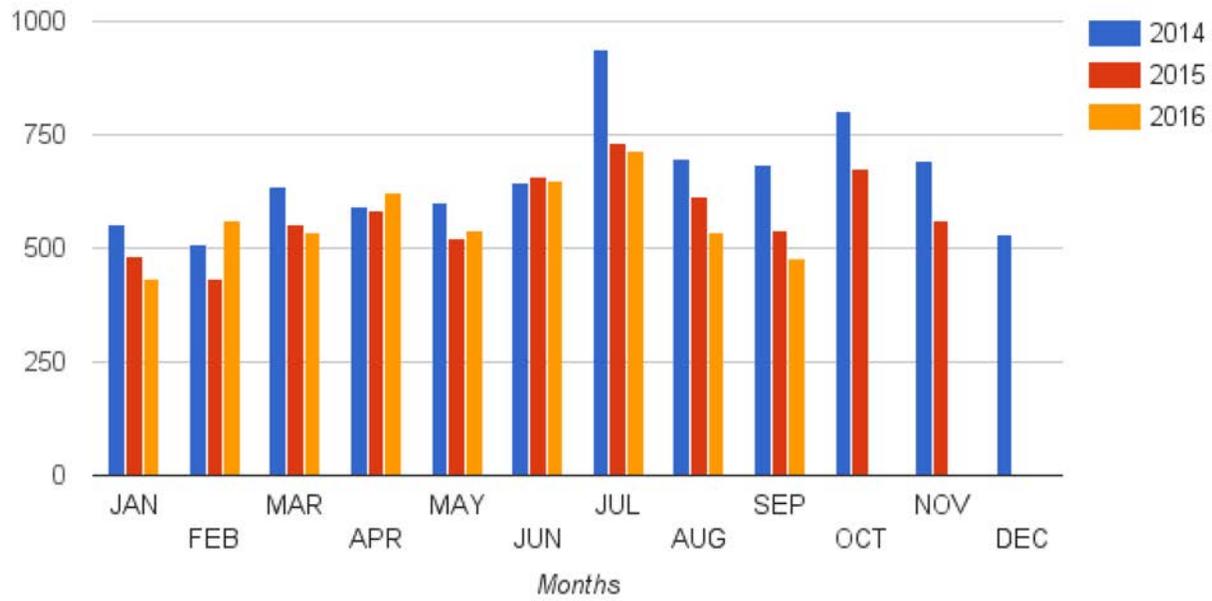
	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total</u>
Adult													
Fiction	182	184	166	188	160	171	261	179	112				1,603
Nonfiction	37	58	53	31	40	50	45	43	41				398
Audio	9	15	25	23	26	27	32	19	32				208
Movies	96	144	70	55	83	64	67	54	35				668
Children													0
Print	280	295	224	364	230	323	317	267	206				2,506
Movies	51	58	36	43	36	24	39	17	20				324
Audio	4	2	2	0	5	3	0	2	6				24
Magazines	139	162	103	116	117	74	84	75	52				922
Other	5	9	10	6	7	7							44
ILL													0
Loaned	in above #s												0
Downloadable 1/2 of Total	80	91	103	108	87	111	108	107	100				895
Stacks & New	54	36	32	40	47	81	89	86	81				546
Totals	937	1054	824	974	838	935	993	890	685				8,130
													0
ILL Borrowed	4	17	22	18	38	36	18	20	26				199
Computer Users	52	60	68	56	62	57	79	58	47				539
													0
Items Weeded	66	80	10	6	44	83	5	85	272	105			756
Volunteer Hours	30	40	29	38	48.75	66	27.25	28	17.5				325
													0
Programs													
Children's Programs	Cancelled-snow	1	1	2	0	3	4	1					12
Attendance	NA	6	4	47	NA	42	12	21					132
Adult Programs	1 & 1 canc.	4	12	7	6	10	1	1					41
Attendances	5	70	57	31	32	34	8	3					240
Meetings Held in Library	6	6	4	6	6	8	5	4	5				50

Circulation	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2014	991	1023	1066	922	1026	917	1235	1035	949	982	911	890
2015	984	782	902	945	890	940	1045	977	713	876	949	
2016	937	1054	824	974	838	935	993	890	711			

Visits	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2014	554	508	638	593	599	645	940	698	685	803	693	529
2015	483	436	551	583	523	658	734	612	538	674	561	
2016	434	563	534	623	538	648	717	535	477			



PRML Visits



**Plainfield Libraries
 PRML P&L Budget vs. Actual
 YTD 2016**

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	1,847.03	3,206.00	-1,358.97
Appropriation - Operations	21,454.98	27,528.00	-6,073.02
Appropriation - Salary	24,144.86	42,120.00	-17,975.14
Total Town Appropriation	47,446.87	72,854.00	-25,407.13
Trust Fund Income	2,070.00	2,000.00	70.00
Gifts	964.00		
Fines	360.75		
Interest Income			
Interest - Savings	0.78		
Total Interest Income	0.78		
Total Income	50,842.40	74,854.00	-24,011.60
Expense			
Salaries	24,144.86	42,120.00	-17,975.14
FICA	1,847.03	3,206.00	-1,358.97
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	808.07	0.00	808.07
Books & Magazines	1,336.72		
Library Materials - Other	3,484.82	9,200.00	-5,715.18
Total Library Materials	5,629.61	9,200.00	-3,570.39
Telephone	1,015.68	1,200.00	-184.32
Electricity	2,315.70	3,000.00	-684.30
Fuel Oil	3,442.04	3,978.00	-535.96
Water/Sewer	148.40	300.00	-151.60
Supplies	1,318.16	1,500.00	-181.84
Postage	163.41	250.00	-86.59
Professional Activities	993.90	300.00	693.90
Programs	408.79	600.00	-191.21
Furniture/Equipment	792.58	950.00	-157.42
Elevator	834.64	1,700.00	-865.36
Maintenance	2,974.14	3,350.00	-375.86
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	489.24	1,800.00	-1,310.76
Misc Expense	0.00	100.00	-100.00
Total Expense	47,518.18	74,854.00	-27,335.82
Net Ordinary Income	3,324.22	0.00	3,324.22
Net Income	<u>3,324.22</u>	<u>0.00</u>	<u>3,324.22</u>

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

September 23 2:00 pm; PRML

Public Hearing to accept funds from PRML Friends

Present: Mark Pensgen, Jean Strong, Emily Sands, Mary King, Trustee

2:02 P.M. Role call, Motion to approve the agenda made by Mark, seconded by Jean

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

Proposal: Bonnie Swift on behalf of the Friends of PRML presented a check for \$9,000 to PRML for the completion of basement items including: kitchen, art hanging system, circulation desk and cabinets, and wiring and electrical work. The friends asked that receipts for purchases be forwarded to Diane Rogers. The Friends also requested that any surplus funds be returned to the Friends group, as the estimated funds needed to complete all remaining projects is slightly less than \$9,000.

Public comment: There were no public comments

Motion: Emily made a motion to accept the donation of \$9,000 from the Friends of PRML to be used towards the basement completion, with any unused funds to be returned to the Friends. Mark seconded. All voted in favor.

2:10 Emily made a motion to adjourn, Jean seconded. All voted in favor.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

September 23 2:15 pm; PRML

Present: Mark Pensgen, Jean Strong, Emily Sands, Mary King, director

2:10 Role call. Emily noted an email request from Suzanne to add a few minor items to the agenda as allowed. Mark made a motion to approve the agenda with changes. Jean seconded. All voted in favor.

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

Public comment: Clint Swift noted that the proceeds from the annual book sale were the highest ever at over \$6,800 and many positive comments were received. The group Rolling Thunder came on Sunday to take away any remaining books and break down cardboard for recycling. Any monies raised from sales of the remaining books by Rolling Thunder will be used toward helping veterans.

Second reading of the Exhibitors Policy. Mark approved the second reading with changes, Jean seconded. All voted in favor. Mark will update the changes for a third reading at the October meeting.

Suzanne (not present) asked the Chair to mention a few items for future discussion:

- 1) Suzanne requests a hard stop of 9:15 p.m. for regular meetings, with regular board items being put first.
- 2) Suzanne proposes a standard form for Right-to-Know requests that would make it easier for the Board to respond to these requests. She noted that it is standard practice for many municipalities and that she could bring a sample to the next meeting for a vote.
- 3) Suzanne asked for clarification regarding the \$3,000 spent on special collections that was above the original amount budgeted. She was wondering whether the contract was amended and the changes approved by the Board. Emily will follow up and provide a response at the October board meeting.

2:20 Mark made a motion to adjourn. Emily seconded. All voted in favor.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
September 12, 2016, Philip Read Memorial Library

Present: Emily Sands, Mark Pensgen, Jean Strong, Nancy Liston, Suzanne Spencer, Mary King,
director

7:03 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.

Suzanne made a motion to approve the agenda, Jean seconded. All voted in favor.

Presentation by NH State Librarian Michael York, followed by time for questions from Trustees and members of the public.

Michael York noted that Library trustees are governed by statutes. Library friends are not. He said that there needs to be an agreement between the library trustees and friends about how money raised by the friends will be spent, but the library trustees and the administration are legally in charge and make final decisions. He recommended that friends groups narrow their focus as much as possible. He said that the PRML friends have done an outstanding job raising money, but the town voted for one board of trustees twice, and he questioned why a one-board system has and needs two separate friends groups. He suggested that there be one friends group representative of the whole town for the Plainfield libraries. There was discussion of the MOU which the PRML friends have not signed but the Meriden Friends group has signed.

Emily addressed concerns of projects by friends happening without director or board approval. York said that the director should be the gate-keeper. He said it's best to hire good people and get out of the way.

Public Comment – Clint Swift reiterated his concern expressed in his correspondence about the meeting policy.

Bev Widger said former library trustee Anita Barrett, who served in the 1950s and 1960s, passed away recently. Emily said she would write a condolence note from the trustees to her daughter.

Amy Lappin said that when Mike York mentioned tension – she clarified that there is no perceived tension between the two friends groups. Nancy Liston said that both groups worked well together doing the community read.

Ron Eberhardt read a statement and asked that a copy be included in the trustee correspondence. He wrote that while the selectboard supports the board, his comments were from him as an individual. He stated that some individuals were using the law and “proper procedure” with the intent to “grind down and intimidate the good people on the Plainfield Library Board of Trustees.” He said that there are some who are using the law “in a manner that is counter-productive and not in keeping with my vision of how people in this community should be treating one another.”

Diane McDonald expressed skepticism about the idea that individuals were mistreating the board. Ron said that in his opinion some individuals were in fact doing so.

Nancy Liston said that correspondence to the board is available to the public, but the general public doesn't necessarily read emails the board receives, and some of them are extremely concerning.

Administration

A. Approval of August Minutes

8/8 – Suzanne made a motion to amend the minutes to reflect that she was interrupted in the middle of making a motion. Emily asked to amend the minutes to clarify that all meetings going forward will start at 7 and that the date of the November budget meeting is to be determined. Mark seconded. All voted in favor but Jean who abstained because she was absent from that meeting.

Emily made a motion to approve the 8/15 minutes. Mark seconded. Suzanne and Nancy Liston abstained because they were absent from that meeting. Everyone else voted in favor.

B. Correspondence – Bev Widger, Andrea Keen, Diane Rogers (2), Karen Anikis, Clint Swift.

Emily apologized to Bev for not including her in the agenda at the last meeting in response to Bev Widger's letter to the board.

Because the issue of public comment came up in Bev's letter, Suzanne asked Frank Perotti, a Plainfield resident and the Plainfield School Superintendent, attending the meeting to talk about how the school board handles public comment. Suzanne said that in her experience at school board meetings, public comment is extremely regulated to the point where there are certain times when the public can only ask questions and other times when they can give one comment, and that is done in a specific order around the room. Frank agreed and added that that in some cases the school board uses time limits for public comment. He said that outside of public comment, the meeting belongs to the school board, and the public is simply an audience. He said that even as superintendent, he does not get to just speak without being recognized by the chair. Suzanne asked if members of the public interrupt board members. Frank said no. Suzanne asked if members of the public shout at board members. Frank said no. He said that perhaps it is because the school board is dealing with parents who are cognizant of modeling adult behavior that they do not have these issues.

C. Donations - no donations.

Reports

A. Director's Report (King)

a. PPL Update – Update on special collections

b. Facilities – There is currently no long distance service at PRML. Emily made a motion to authorize mark to work with Mary on a new telephone contract. Nancy Liston seconded. All voted in favor. Mary said that traditionally there is one facilities inspection each year in the fall with a trustee. Brad Atwater can be part of the walkabouts, and he suggested two times a year: January and July.

c. Payroll Process – Steve approval Mary's timecard with Mark's approval via email. Timecards will be given to the town every Tuesday.

B. Finance Report (Pensgen) – Mark addressed Diane Rogers' question about donations made in Al Grindle's name. He said that the board and town were following standard procedure in how they handled the finances. Emily expressed concern about the tone of correspondence regarding this issue. Mark addressed donations and gave information that is in the public record. Mark received appropriations from Trustees of Trust funds today.

C. Working Groups

- a. Policies – Volunteers Policy, 3rd Read (Spencer). Suzanne made a motion to waive the reading of the policy. Mark seconded. All voted in favor. The board agreed to table the reading to have more time to research how other libraries handle background checks. The board may also consider inserting language that the director must give written approval for volunteer projects and activities to minimize miscommunication.
- b. Policies – Meetings, 2nd Read (Sands) Suzanne made a motion to waive the second reading of the meeting policy, Nancy Liston seconded. All voted in favor. Emily Sands made a motion to approve the second reading of the meeting policy. Nancy Liston seconded. All voted in favor.
- a. Policies – Exhibitors Policy and Release (Liston). Suzanne made a motion to accept the first reading of the policy with amendments. Nancy Liston seconded. All voted in favor.

Projects

- D. Meriden Village Study – Mark gave an update on the study committee.
- E. Basement update (King, Strong, Cindy Heath, Nancy Norwalk, Brad Atwater)
 - a. Kitchen -
 - b. Circulation desk -
 - c. Art hanging system -
 - d. AV System – board kept signing authorization in place.
Emily made a motion to authorize Jean Strong to move forward with the remaining basement completion items – Kitchen and desk as agreed upon between the friends, trustees, director, contingent on the receipt of funds and final facilities review by Brad Atwater. Suzanne seconded. All voted in favor.
 - e. Plaque language – Emily made a motion to authorize moving forward on the language for the three basement plaques as agreed upon by the basement working group. Mark seconded. All voted in favor.

Friends updates

- A. Friends of PRML Update (Cindy Heath) -
 - a. Grand opening and dedication for basement (Bev Widger) – The board thanked the friends for all their hard work in organizing the event. Make a motion to approve the Grand Opening on November 6th and all Friends work discussed during the meeting. Mark seconded. All voted in favor.
 - b. The board discussed hosting a reception for Mary King at PRML. Mary felt like there was too much going on to schedule one. Suzanne thanked the PRML Friends group for their offer of assistance with the reception.
 - c. Request for public hearing to accept funds. The board agreed to hold a hearing to accept funds at 2 pm on Friday 9/23. The trustees will have a short meeting at 2:15 pm.
- B. Friends of ML Update (Amy Lappin, Susan Russo) – The Meriden friends will host two programs in October.

Public Comment – Bev thanked the board for adding public comment at the end of the meeting. Brad suggested checking with Chief Roberts about background checks.
10:57 Mark made a motion to adjourn. Emily seconded. All voted in favor.

Attachments:

Directors Reports [2]

Financial Reports [3]
PRML Friends proposals [2]

Plainfield Public Libraries Board of Trustees
Saturday, August 10, 2016
Philip Read Memorial Library
Director/Trustee/Friends Meeting

Present: Jean Strong, Mary King, director

Start time: 10:36am

Ruth Stalker, Jean Strong, Cindy Heath, Bev Widger, Bonnie Swift, Diane Rogers, Nancy Norwalk, Mary King discussed the following projects and reviewed proposals for:

- A/V
- Kitchen
- Art Hanging System
- Desk/Cabinet

Funding: Money still to be accepted by the trustees

Request for Trustees to set up a public hearing ASAP

Discussion:

Grand Opening Celebration, Planned for Sunday, November 6

Adjourned: 12:05pm

Plainfield Public Libraries
Director's Report
August 2016

Director's Activities

In August, three new employees joined the staff of the Plainfield Public Libraries; Karen Johnson, Peter Legare and Lana Remmes have all been brought on as Circulation Aides. I spent time training each of them individually. On August 15, the trustees approved the hiring of Christine Hoffman as Library Assistant. Her start date is scheduled for September.

I spent time setting up on-line accounts for ordering books and supplies. This process was time consuming but allows for a much easier method for ordering materials.

On August 16, I attended a meeting of the Meriden Village Study group.

For the basement completion project, I had weekly phone conversations with Brad Atwater to clarify any questions about proposals from vendors with the goal of having the proposals ready to present to the trustees on September 12.

Meriden Library

Programs

Story Time 8/4, 11, 18

Book Group 8/16

Special Programs

The Friends of the Meriden Library hosted an ice cream social with a visit from the Good Humor truck on Thursday, August 4. We also collaborated with the director of the Aidron Duckworth Museum to provide an art activity for children. 90 people attended.

On Tuesday, August 23, storyteller, Susan Quimby Young, performed stories at a PJ Story Time. 4 adults and 6 children attended.

Philip Read Memorial Library

Programs

Book Group 8/22

Special Programs

On Saturday, August 6 a special program was presented for patrons of all ages; *Dog Agility*. 21 patrons attended.

Update On Basement Project

Under the director of Nancy Norwalk, on Saturday 8/13, volunteers moved the special collection materials from storage into the special collection room. Nancy has been working to organize and shelf the materials. Volunteers are assisting as needed.

The juvenile collection is being prepared for the move down to the new location. All young adult materials have been pulled from the shelves, call numbers have been changed in the catalog and spine labels have been updated. The juvenile audio materials have been weeded and where needed CD have been ordered to replace cassette formatted books.

Goals for September:

1. Continue to organize the special collection with the help of volunteers.
2. To have the juvenile collection moved to its new location by the mid-October.
3. Nancy Norwalk will continue to research software for cataloging the special collection. Two have been ruled out. There are still six options to explore.

**Plainfield Libraries
 PRML P&L Budget vs. Actual
 YTD 2016**

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	1,691.66	3,206.00	-1,514.34
Appropriation - Operations	14,954.98	27,528.00	-12,573.02
Appropriation - Salary	22,113.61	42,120.00	-20,006.39
Total Town Appropriation	38,760.25	72,854.00	-34,093.75
Trust Fund Income	1,035.00	2,000.00	-965.00
Gifts	730.00		
Fines	282.05		
Interest Income			
Interest - Savings	0.78		
Total Interest Income	0.78		
Total Income	40,808.08	74,854.00	-34,045.92
Expense			
Salaries	22,113.61	42,120.00	-20,006.39
FICA	1,691.66	3,206.00	-1,514.34
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	194.14	0.00	194.14
Books & Magazines	1,336.72		
Library Materials - Other	2,983.37	9,200.00	-6,216.63
Total Library Materials	4,514.23	9,200.00	-4,685.77
Telephone	902.54	1,200.00	-297.46
Electricity	2,076.12	3,000.00	-923.88
Fuel Oil	3,442.04	3,978.00	-535.96
Water/Sewer	148.40	300.00	-151.60
Supplies	1,318.16	1,500.00	-181.84
Postage	163.41	250.00	-86.59
Professional Activities	993.90	300.00	693.90
Programs	678.79	600.00	78.79
Furniture/Equipment	792.58	950.00	-157.42
Elevator	834.64	1,700.00	-865.36
Maintenance	2,009.14	3,350.00	-1,340.86
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	205.49	1,800.00	-1,594.51
Misc Expense	0.00	100.00	-100.00
Total Expense	42,884.71	74,854.00	-31,969.29
Net Ordinary Income	-2,076.63	0.00	-2,076.63
Net Income	-2,076.63	0.00	-2,076.63

Teen Room Table			
Feb 8 meeting minutes donation accepted	\$100.00		
March 7 meeting minutes donation accepte	\$240.00		
Total donations rec'd	\$340.00		
Table purchase (Aug credit card statement)	\$539.00		
Net difference (to be rec'd from friends)	\$199.00		
Table was charged on Nancy's credit card issued by town			
Town pays credit card bills directly to bank and charges library appropriation account			
Offset of the charge to the budget is from donations made			
Net budget impact on total library funds available is zero			
Funds designated by donor were expended for the purpose designated			

MEMORANDUM

TO: Trustees of Plainfield Libraries
FROM: Bev Widger/Pennie Armstrong – Event Planning Committee
Friends of Philip Read Memorial Library
SUBJECT: Event plan for November 6, 2016
DATE: SEPTEMBER 10, 2016
CC: Mary King

The following will provide an outline of events planned for the Grand Opening of the Teen, Junior, Meeting and Special Collection Rooms in the Basement of Philip Read Memorial Library. We expect between 75-100 attendees.

Event Date	Sunday, November 6, 2016
Time	1:00 p.m. Reception 2:00 p.m. Presentations
Invitation	Simple Invitation Design Printed at Staples Mailed
Mailing Lists	Combination of donor list, local dignitaries, Friends, limited taxpayer list, LUV
Music	Background music – Upstairs Other surprise music during presentation
Meeters and Greeters	Friends and Volunteers – In process Guest Book – Artist made book
Speakers	Chair Selectperson – Confirmed Chair Trustees – Confirmed Chair Friends – Confirmed Gift recognition for Nancy by Friends Researcher – Awaiting Confirmation Downstairs – Will need a microphone Program agenda in process
Food and beverage	Upstairs in PRML Sponsored by combination of Friends, Church and PHS volunteers Papergoods to be supplied by a Friend

Continuous Powerpoint with pictures through years of PRML	In process – Need help with scanning and PPT. Need to collect photo albums and loose photos and scan. (Alan Grover, other volunteers)
Signage	Poster in library
Advertising	Limited to social media, Plainfacts, webpages plus mailed invite
Flowers/Plants	Request made – Confirmation in process
Parking Notification	Done by Sarah G
Art Exhibit	Mary/Cindy/Hillary are working on this along with policy
Special Collection Organization	Mary, Nancy and volunteers
Moving YA and Junior Books	Mary, Nancy and volunteers
Plaques	Mary, Cindy for Trustee approval

New England

Kitchen and Bath

PO Box 1412 • 653 Washington St. • Claremont, NH 03743 • P: 603.543.0590 • F: 603.542.1436 • newengkitchenandbath.com

PROPOSAL

Plainfield Library
Contact; Nancy Norwalk

September 10, 2016

675-5494

nnorwalk39@comcast.net

Foundation cabinetry, Chesney door style with Autumn stain.

All wood cabinets with dovetailed drawers and soft close slides. Includes 2 roll out trays (particle board) and locks for doors on center base cabinet doors.

\$1,458.

Postform laminate countertops, with backsplash, Wilsonart

Mystique Marsh 4763-60

\$192.

Omni self rimming sink, "D" shape, Electra

\$230.

Moen faucet, Arbor 7790, chrome

\$319.

Hardware, classic board

\$40.

Installation of cabinets and countertop

\$500.

\$2,739.

Notes...

**Does not include any plumbing or electrical*

**Cabinets take three weeks to arrive. We could install them shortly after.*

Thanks, Jim

Philip Read Memorial Library Expansion Plaque

In recognition of 20 years of substantial fundraising and volunteer time to complete the addition to the Philip Read Memorial Library, providing for a designated space for special collection materials, dedicated youth and teen areas, and a community meeting room.

With sincere thanks to: The many foundations, organizations, individuals, and businesses who funded the project, Friends of the Philip Read Memorial Library, Plainfield Library Trustees, residents & Select Board of the Town of Plainfield. Special thanks to Nancy Norwalk, Library Director from 1976-2016.

Skyline Designs Quote

Your Contact

Mark

1-800-775-1478

1090 John Stark Highway, Newport, NH 03773 Fax: 603-542-8854

Quote For: Nancy

Work Order Information

Job Number 3709

Order Date 8/19/2016

Bill To: Nancy Norwalk
Company Name Phillip Read Mem. Library
Billing Address Rte 12A
Plainfield, NH 0-3781
Work Phone 603 675-6866 **Fax** 603 675-6806
Billing Method Deposit/COD
Customer PO BASEMENT DESK

Ship-To
Carrier Skyline Truck

Order Items

Fixture ID	Fixture Name:	Unit Price	Quantity	Line Total
	DESK FOR LOWER LEVEL, 90" x 24" x 29 1/2"h, per DRAWING SD081916-01 & 02	\$2,235.00	1	\$2,235.00
	CABINET FOR ALCOVE IN LOWER LEVEL, 66" x 18" x 32"h	\$861.00	1	\$861.00
	INSTALLATION	\$80.00	1	\$80.00

Additional Info

Finish Color LT EARLY AMERICAN
P-LAM Color TO BE DETERMINED
Primary Material BIRCH VENEERED PLYWOOD

Special Notes:

THE PLASTIC LAMINATE THAT WAS USED UPSTAIRS HAS BEEN DISCONTINUED. A NEW ONE WILL HAVE TO BE SELECTED.

Totals

Order Subtotal \$3,176.00
Freight Charge \$0.00
Sales Tax \$0.00
Order Total \$3,176.00

Amount Due \$3,176.00

Deposit Due: \$1,651.52

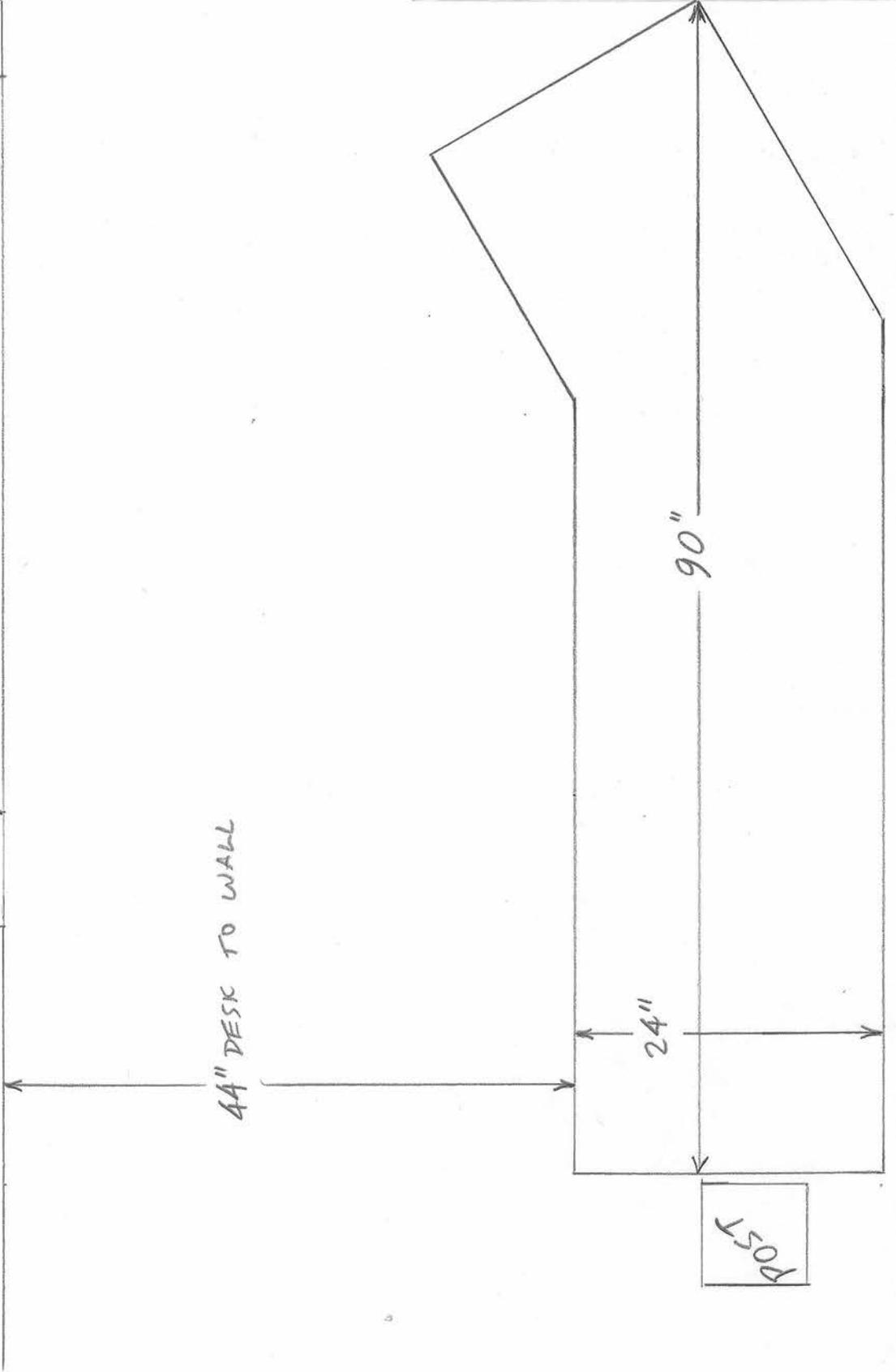
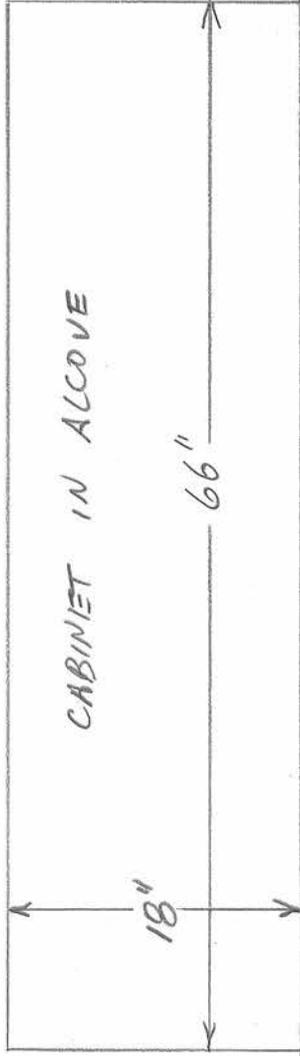
Delivery Date:

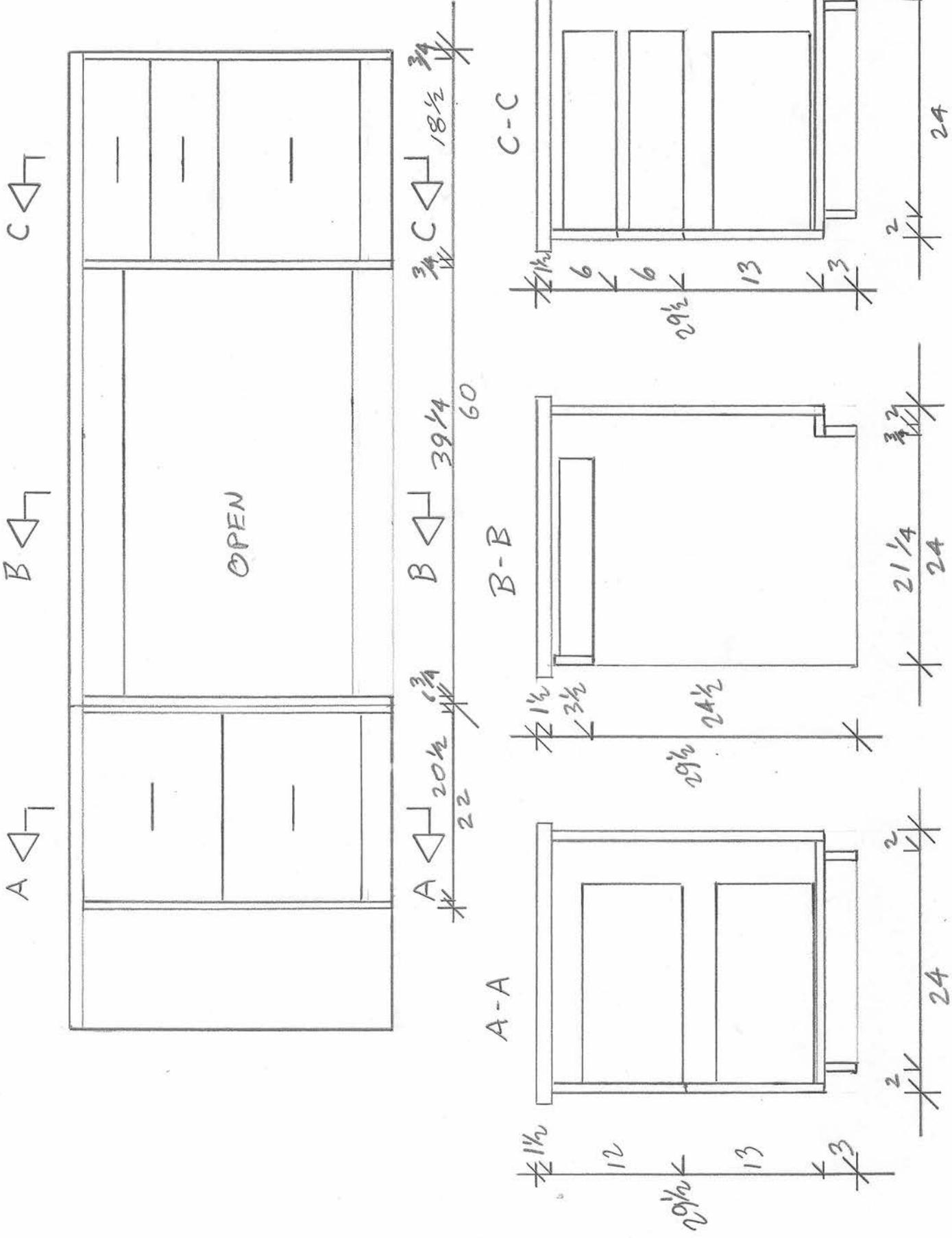
*** Deposit Due By:**

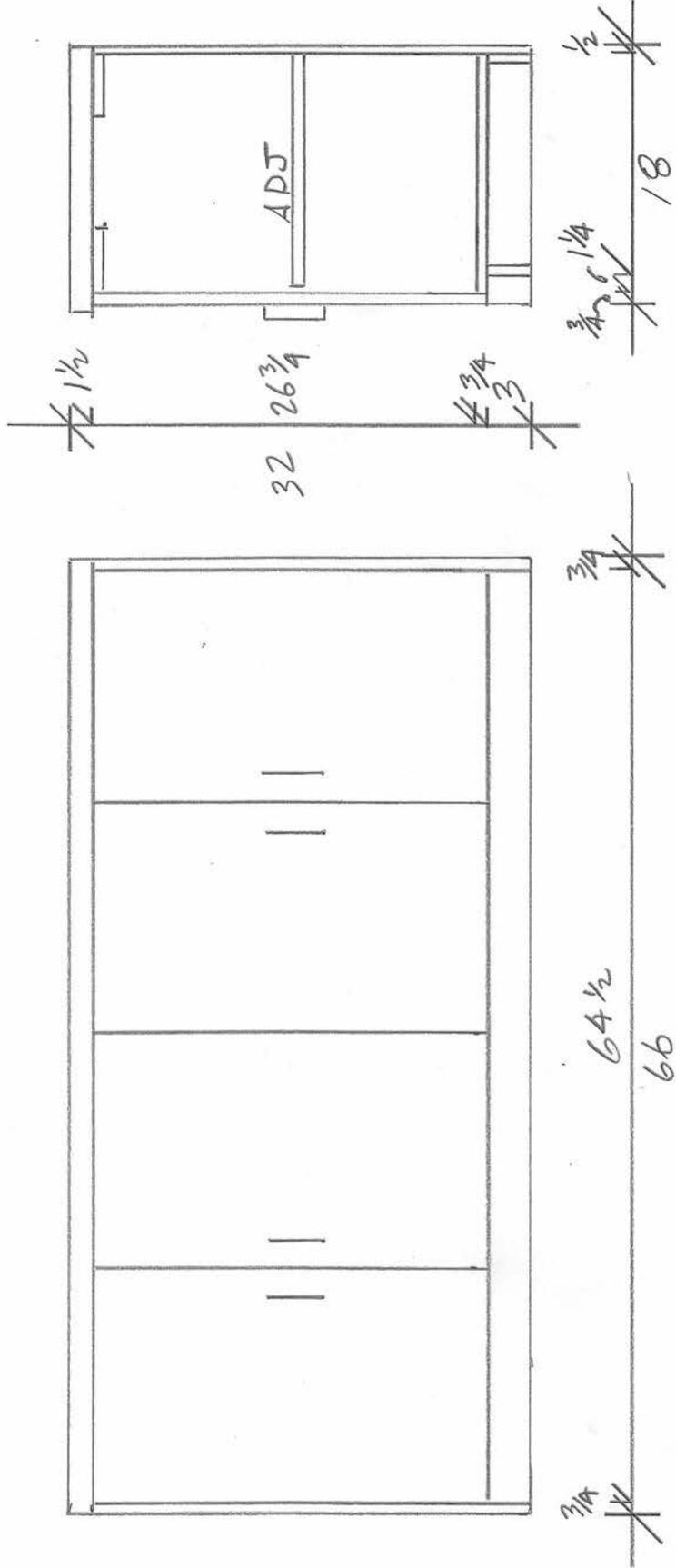
To accept this proposal, please carefully review your items, sign and date one copy and return. By signing this proposal I acknowledge that I have received a copy of Skyline Designs Terms * To maintain delivery dates, please have your approved quote back to us by the date specified.

I accept this proposal on behalf of: Phillip Read Mem. Library

Signature _____ Date: _____







Plainfield Libraries
Meriden P&L Budget vs. Actual
YTD 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	1,875.84	3,005.00	-1,129.16
Appropriation - Operations	7,500.00	18,648.00	-11,148.00
Appropriation - Salary	24,521.29	39,577.00	-15,055.71
Total Town Appropriation	33,897.13	61,230.00	-27,332.87
Trust Fund Income	360.00	700.00	-340.00
Gifts	50.00		
Book Sales	50.34		
Interest Income			
Interest - Checking	0.74		
Interest - Savings	10.17	10.00	0.17
Total Interest Income	10.91	10.00	0.91
Misc Income	65.00		
Total Income	34,433.38	61,940.00	-27,506.62
Expense			
Salaries	24,521.29	39,577.00	-15,055.71
FICA	1,875.84	3,005.00	-1,129.16
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	320.45		
Books & Magazines	693.10		
Library Materials - Other	2,647.27	8,000.00	-5,352.73
Total Library Materials	3,660.82	8,000.00	-4,339.18
Telephone	392.08	540.00	-147.92
Electricity	866.64	1,700.00	-833.36
Fuel Oil	1,111.08	1,768.00	-656.92
Water/Sewer	300.00	500.00	-200.00
Supplies	308.33	800.00	-491.67
Postage	110.00	250.00	-140.00
Professional Activities	45.00	300.00	-255.00
Programs	313.69	400.00	-86.31
Furniture/Equipment	47.48	100.00	-52.52
Maintenance	819.98	1,800.00	-980.02
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	741.75	1,800.00	-1,058.25
Misc Expense	8.97	100.00	-91.03
Total Expense	36,122.95	61,940.00	-25,817.05
Net Ordinary Income	-1,689.57	0.00	-1,689.57
Net Income	-1,689.57	0.00	-1,689.57



You are invited to a

Grand Opening Celebration

for the

Meeting Room, Junior & Teen Rooms

&

Dedication of the Nancy Norwalk Special Collection Room

On Sunday Afternoon, November 6, 2016

Philip Read Memorial Library

1088 Route 12A ~ Plainfield, NH

1:00 p.m. Open Reception

2:00 p.m. Presentations

Organized by the Friends of Philip Read Memorial Library



You are invited to a

Grand Opening Celebration

for the

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Dedication of the Nancy Norwalk Special Collection Room

On Sunday Afternoon, November 6, 2016

Philip Read Memorial Library

1088 Route 12A ~ Plainfield, NH

1:00 p.m. Open Reception

2:00 p.m. Presentations

Organized by the Friends of Philip Read Memorial Library

Proposition for Art Gallery Hanging in Philip Read Memorial Public Library

The area walls that we are including in this project are;

North Wall – 4 sets of 6 ½ section

East Wall – 1 set of 6 ½ section

South Wall #1 – 1 set of 6 ½ section

South Wall # 2 – 2 sets of 6 ½ sections

These systems come in three parts; Rails, Hangers and Hooks

Rails are made of Anodized metal and can be painted to match wall color.

The slim wire that hangs from overhead rail can hold up to 44 lbs. each.

Pushbutton hooks are used to allow the hook to travel up and down the wire to the selected height

Anodized Rail	52 ft	\$196.00
Hangers	30sets	\$205.00
Push button pieces	30 sets	\$308.00
Shipping		\$54.64
Installation		\$300.00
		\$1,063.64

To see more information and images of the system please use this link

<https://www.gallerysystem.com/picture-hanging-systems/original-gallery-system>

Mary King mary.king@plainfieldlibraries.org 603-442-6777 Phillip Read Memorial Library Rev. 3	Date:	9/7/2016
	Quote #	090716JM
	RFQ #	Verbal
	PRICING VALID FOR 30 DAYS	

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	<i>Sales Tax</i>	<i>exempt</i>	\$ -
	<i>Shipping</i>	<i>prepay & add</i>	
	TOTAL		\$ 6,520.00
All Electrical to be provided by customer unless otherwise noted.			

QTY	Part #	DESCRIPTION	UNIT COST	TOTAL COST
Phillip Read Memorial Library Conference Room				
1	V11H748020	EPSON PowerLite 4770W Projector WXGA, 5000 Lumens	\$ 1,699.00	\$ 1,699.00
1	Projector Mounting Equipment	Projector Mounting Equipment for suspended ceilings to include suspended ceiling tray, threaded pipe column (up to 24") and universal projector mount.	\$ 285.00	\$ 285.00
1	70105LS	57.5"x92"x109"dia. Tensioned, Motorized and Recessed Screen - BLACK DROP?????!!	\$ 2,499.00	\$ 2,499.00
1	Freight	Freight to Plainfield, NH 03781	\$ 120.00	\$ 120.00
1	Audio System 2	Audio Systems for Classrooms - includes 40 Watt ceiling mixer/amplifier and 2 ceiling mounted speakers.	\$ 429.00	\$ 429.00
1	Cabling 4	Cabling and Wall Plates for Classrooms - includes up to 35FT of HDMI, VGA, 3.5mm audio. Includes a 10FT VGA + Audio Breakout Cable and HDMI Breakout	\$ 389.00	\$ 389.00
1	MISC	Miscellaneous Equipment to include cable raceway, surface mount box (deep), adapters, terminations and other required accessories	\$ 99.00	\$ 99.00
1	Labor	Labor to install complete system. Pro AV guarantees all workmanship one year post installation.	\$ 1,000.00	\$ 1,000.00

In recognition and appreciation to
Mark Overman and Skyline Designs
for the
extraordinary design and craftsmanship
of the bookshelves and desks
throughout the Philip Read Memorial Library.

Small brass engraved plate attached to end of bookcases or on a wall on the first floor.

Above is CAMBRIA 16 Font approximately 2.5 x 4.5 inch plate.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

August 15, 2016; Philip Read Memorial Library

Present: Emily Sands, Mark Pensgen, Jean Strong, Mary King – Director

Absent: Suzanne Spencer, Nancy Liston

11:02 Call to Order

Mark made a motion to approve the agenda with the amended addition of fuel oil pricing. Emily seconded. All voted in favor.

Emily made a motion to amend the agenda to include a public comment period. Mark seconded. All voted in favor.

Public comment: Town Administrator Steve Halleran noted that in the town offices he has heard things about the PPL Trustees limiting public comment to the beginning of the agenda and felt that it is important for all voices to have a chance to speak at meetings. He also voiced strong support for the Library Board of Trustees.

Bonnie Swift voiced support for Steve's statement.

Mary brought forth the candidate for the Library Assistant position with Emily Sands.

Emily made a motion to offer the position of Library Assistant for the Plainfield Public Libraries to Christine Hoffman. Jean seconded. All voted in favor.

It was noticed that Christine may need some time to give notice to her current employment. As with all new hires the offer is contingent on a background check, and it includes a 90-day probationary period.

Emily mentioned that Mary had received prices from both SIMPLE and Irving to lock in pricing for oil at \$1.84 per gallon as of last week. Last year the Trustees locked in a low number of gallons (2,300) at a higher price, assuming market risk on pricing for any additional gallons that were likely to be needed (roughly 3,000 were used). This worked to the library's benefit as the price of oil did come down and we got a better price on gallons purchased at market prices at the end of the season. This year the Board felt that with prices substantially lower than last year it may make sense to lock in a larger number of gallons, perhaps 2,800. Emily is already authorized by the Board to move forward with a contract, so no vote was taken.

11:25 Emily made a motion to adjourn. Mark seconded. All voted in favor.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

August 8, 2016; Meriden Library

7:00 PM

Present: Emily Sands, Nancy Liston, Mark Pensgen, Suzanne Spencer, Mary King, director

Absent: Jean Strong

7:09 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 – request to move Admin and reports ahead of Friends

Suzanne made a motion to approve the agenda as amended. All voted in favor.

Public Comment, including clarification of public comment and the role of other (non-library) elected public officials. Any member of the public – elected or not – must be noted on the agenda to be able to be called on for comment outside of sections specifically stating public comment. However, the board can use anyone in the room as a resource and this is legally not considered public comment.

Administration

A. Approval of July Minutes (7/11)

- a. Proposed addition in public comment section to respond to request from Clint Swift: “Over 200 people toured the Philip Read Memorial Library on July 4, with special attention paid by most to the basement improvements. Positive comments were received.”
- b. Proposed change in wording related to MOU discussion to respond to request from Clint Swift: “A question was raised about having a different agreement with the PRML friends than the Meriden Friends, but the board discussion indicated that it would not have two different agreements, and the window of opportunity for making changes was last fall and the Board was informed that the PRML friends voted unanimously to not discuss it.”
- c. Requested attachment to 7/11 minutes by Andrea Keen: *Valley News* article announcing Mary King’s appointment as director.

Emily made a motion to approve the minutes from 7/11 with requested changes and attachment. Suzanne Seconded. Suzanne, Emily, and Mark voted in favor. Nancy Liston abstained.

Nancy Liston made a motion to accept the 7/22 minutes. Suzanne Seconded. Suzanne, Emily, and Nancy Liston voted in favor. Mark abstained.

B. Upcoming meeting schedule: Sept. 12 (PRML) is set

All meetings going forward will start at 7 pm.

October – 10/17 – PRML

November 14 at Meriden

November Budget meeting in Meriden – date tbd

December 12 at PRML

January 9 at Meriden

Emily made a motion to approve meeting dates. Mark seconded. All voted in favor.

C. Correspondence – the board received correspondence from Diane Rogers, Clint Swift, Andrea Keen

Suzanne said that she had received emails from Bev Widger and Cindy Heath (one to a quorum but not the full board, the other not) after the last meeting regarding her comments during that meeting about the MOU, and she had not responded. Suzanne clarified that the board approved Option 1 of the Basement Task Force last September and the board has been fully committed to approving all donations and work towards that approval. She noted that the board has been receiving numerous additional donation and project approval requests, and these are not included in Option 1. She said that while these all may be valuable and worthy projects, the board is not required to approve any of them to fulfill its obligation for finishing the basement as approved last September.

Emily said that the number of additional requests has been overwhelming for the board.

Suzanne said that she received a request to delay discussion of the MOU until November. She said that while other trustees may not agree, she would be willing to put off discussion of the MOU until November if the trustees approved the following motion:

Suzanne made a motion that there will be no new working groups, task forces, or new projects with the PRML friends – this would except existing projects which include the av system, art rail, kitchen, electrical work, furnishings, Little Free Libraries, circulation desk, and plaques – until the approved MOU had been signed by the PRML Friends.

Suzanne was interrupted in the middle of making the motion by a member of the public.

Emily said that while she found the fact that the PRML Friends have not signed the MOU to be extremely disappointing, she was not willing to tie future projects to an MOU at this time.

Mark suggested tabling the motion until later in the meeting after the Friends section. Suzanne rescinded her motion with the understanding that it would be discussed later in the meeting.

Mary said she received handwritten correspondence from a PRML parent. That will be added to the correspondence binder.

D. Donations – no donations

Basement project

- A. Conversation with Brad Atwater regarding his role in completion of basement items - Mary will be a point of contact and Brad will help initiate contact with vendors, be present in meetings, review work, etc.

Mark made a motion to use Brad Atwater as Plainfield's facilities manager to complete basement and keep both buildings run smoothly and safely and plan for the future. Suzanne Seconded. All voted in favor.

- B. Update on items – Cindy Heath and Mary King – AV – there will be one more meeting with Brad before approval of a system, kitchen – Cindy received two estimate sketches with different specs provided by two different vendors – Nancy Liston asked Mary to bring selection to the next meeting. Update to the board on electrical, circulation desk, hardware for hanging art, Mary was not apprised of specs for circulation desk. She said that she had been unaware of the working group meeting for the kitchen and attended only because she was in the building and saw that it was happening. Jean did not attend at all.

Suzanne asked Cindy if the working group meeting regarding these basement items were publicly warned. Cindy said that it was not. Suzanne read from the minutes of the 7/11 meeting: “Suzanne made a motion to authorize Jean Strong, Mary King, Cindy Heath, Nancy Norwalk to get cost estimates for staff desk and shelving, kitchen cabinets, hanging art system. Mark seconded. All voted in favor.” She said because this was an official subcommittee of the board, any meetings should have been publicly warned (added note from the 7/11 minutes: “Suzanne said that all subcommittee meetings need to be publicly warned.”)

- C. Discussion regarding how donations are handled (signing contracts for projects before funds are in Library checking account). Suzanne made a motion that going forward, when the board votes to accept funds, it needs to receive funds within seven days. Contracts need to be between the board and the vendor as is already laid out in our policy. Nancy Liston seconded. All voted in favor.

Friends Group Updates

- A. Meriden Friends – no friends updates
- B. PRML Friends – Cindy
 - a. Update and request for approval on grand opening date, downstairs plaques, little free libraries. The board said that not enough will be ready for an October grand opening celebration of the basement. Emily said that the Special Collections needs to be finished and organized before a grand opening celebration. The board tabled the plaques as it had only received the proposed wording that day. The board discussed the little free libraries and the hope that this could be a town-wide project. Mary expressed concern that he PRML friends had already contacted private and public entities about placing the little free libraries without approval from her or the board. This is an issue because the little free libraries are being presented under the auspices of the library, not the friends.
 - b. Art displays - Mary said that she was not included in discussion about art and felt that she and/or a board member should review the art before it is presented to the public in the library. The board discussed the need a policy

about art that can include liability issues. Mary also expressed concern about the possibility of art sales with transactions involving money between staff and the library.

- c. Communication between PRML Friends and Director / Trustees – Cindy said that much of the confusion had to do with Mary’s transition as director. Suzanne expressed concern that it had been announced that there would be a new director last October, and the transition was not a surprise. The board discussed the fact that the director of both libraries needs to be the gatekeeper and point of contact for all projects. The director can bring board-related issues. Bringing issues to the director will help eliminate unnecessary communications and miscommunication.
- C. Fundraising and process for linking goals of the Library Director and PRML/Meriden Friends so it works consistently with both friends groups. Suzanne said that the MOU covers this issue.

Suzanne made a motion that there will be not take on any new Friends projects unless they are brought to the board by the director. Mark seconded. All voted in favor.

Reports

- A. Directors (King) -
 - a. Update on Special Collections. Mary said that nothing has moved forward to date; this is the priority. She said that everything should be in place before grand opening. Nancy Norwalk has a list of software that can be used for the special collections. Junior and teen room materials will be weeded before they are moved.
 - b. Other items: Mary will be on vacations from 8/19-8/23

Suzanne thanked Mary for her hard work on interviewing and hiring new staff.

- B. Financial (Pensgen) -
- C. Working Groups
 - a. Policies – By-laws review/revision needed in the fall.
 - b. Policies – Personnel policy manual revision – Suzanne will work on this starting in late October.
 - c. Policies – Volunteers Policy, 2nd Read. Suzanne made a motion to wave the full reading of the volunteer policy. Mark seconded. All voted in favor. Suzanne said she had checked with the town office and there is a worker’s comp policy that covers volunteers, but she suggested that for liability reasons the board not include the sentence about worker’s comp. Emily moved to accept the change. Mark seconded. Suzanne, Emily and Mark voted in favor. Nancy Liston abstained.
 - d. Policies – Meetings, 1st Read (Sands). Suzanne made a motion to approve the first reading. Nancy Liston seconded. All voted in favor.
 - e. Facilities – discussion of access to building when employees are not working (tour of duty or assigned administrative hours). The board discussed having a log for trustees and employees, cleaning people, etc, to sign when they come in the building outside of regular hours.

- f. HR – Emily thanked Shirley Hudson for her many years of service to PRML as a sub and volunteer.

Projects

- A. Welcome/Meet and greet for Mary at PRML – date / time to be planned – Planning is happening with ML friends. The PRML Friends have opted not to sponsor this event.
- B. Facilities – oil contract (King) – - Nancy Liston moved to designate Emily Sands to approve and sign an oil contract based on information collected by Mary King. Mark seconded. All voted in favor.
- C. Update - Invitation to NH State Librarian Michael York (Spencer). Michael York confirmed that he will attend the 9/12 meeting at PRML.

11:05 Nancy Liston made the motion to adjourn. Emily seconded. All voted in favor.

Attachments: Director's Report [1]
Financial Reports [2]

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

July 22, 2016; Meriden Library

Present: Nancy Liston, Emily Sands, Jean Strong, Mary King, director

Absent: Mark Pensgen

3:32 Call to order. Suzanne made a motion to approve the agenda with amended addition of administrative issues. All voted in favor.

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.

Nancy Liston asked how many positions would be offered total. Mary said there would be five positions. She was prepared to bring four forward. She had received 15 applications to date.

Mary brought forth the candidates with trustee Emily Sands for library assistant and circulation aide.

Emily made a motion to offer the position of library assistant for the Plainfield Public Libraries to Terrie Crane. Nancy Liston seconded. All voted in favor.

Emily made a motion to offer a position as circulation aide for the Plainfield Public Libraries to Lanna Remmes. Nancy Liston seconded. All voted in favor.

Emily made a motion to offer a position as circulation aide as library aide for the Plainfield Public Libraries to Karen Johnson. Suzanne seconded. All voted in favor.

Emily made a motion to offer a position as circulation aide as library aide for the Plainfield Public Libraries to Peter Legare. Suzanne seconded. All voted in favor.

All offers are contingent upon successful background checks. All employees have been told that they will work at both libraries.

The board discussed other current permanent employees who will keep their existing hours and focus on interlibrary loans.

Administration – Suzanne clarified that she is not responsible for warning subcommittee or working group meetings that she is not personally involved in. She is happy to assist trustees in the process if they request help.

The board discussed public comment and the difficulty of making exceptions to public comment outside the designated times: if we call on one person then we have to allow for everyone else to make comment, and this can make meetings unmanageable. The board will work harder to keep comment in the designated times and discuss at the next meeting if and how to allow extra comment from elected public officials who may be present in meetings.

Emily noted that she wants extra board meetings to be held evenly on both sides of town; her hope was to do that day's at PRML for this meeting, but a trustee had childcare issues and needed to meet in Meriden. The board noted that both extra public meetings in May were held at PRML.

4:44 Suzanne Made a motion to adjourn. NL seconded. All voted in favor.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

July 11, 2016; Phillip Read Memorial Library

7:15 PM

Approved Minutes

7:17 pm Roll call, approval of agenda –Suzanne made a motion to approve the agenda as amended to discuss the MOU. Jean Seconded. All voted in favor.

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.

Public Comment – Bonnie Swift asked where the board policies are kept. The board said that they are stored in each library. Clint Swift requested that that vote on accepting anonymous correspondence become policy. The board said they would take it under advisement.

Friends Group Updates

A. Meriden Friends

B. PRML Friends

Discussed AV system. Mark and Cindy will have a separate meeting to go over the accounting to make sure that there are funds.

Emily made a motion to authorize Mark to enter into a contract on behalf of the board for the AV system based on acceptance of the contract and the availability of funds. Jean Seconded. All voted in favor.

Suzanne made a motion to authorize Jean Strong, Mary King, Cindy Heath, Nancy Norwalk to get cost estimates for staff desk and shelving, kitchen cabinets, hanging art system. Mark seconded. All voted in favor.

Suzanne said that all subcommittee meetings need to be publicly warned.

The board discussed finishing electrical and phone wiring. Mary will get an estimate for electrical work.

Emily made a motion that the trustees accept up to \$4999 to be used towards the purchase of AV equipment, staff desk, and shelving art hanging system, shelving. Mark Seconded. All voted in favor.

Request for permission to install battery operated lights in shed – Emily made a motion to install battery operated lights in the shed after proper due diligence. Jean seconded. All voted in favor.

Suzanne discussed went over the history of action taken by the board and the friends group regarding the MOU. She noted that if the PRML friends group doesn't sign an MOU, then the board's relationship with the friends group becomes a first amendment issue in that the friends are entitled to use the library to the same extent as any other organization, but the board

does not need to give them any additional access. Suzanne noted that boundary issues with Friends groups are common, which is why the American Library Association drafted the MOU and recommends its adoption. Mark noted that the MOU relates to broader issues about which group runs the libraries, and that while the boundary issues with the PRML friends are improving, they have continued, and as an example he raised concerns about the friends applying for grants without board input, and that if the board doesn't approve the projects, the money may have to be returned.

A question was raised about having a different agreement with the PRML friends than the Meriden Friends, but the board discussion indicated that it would not have two different agreements, and the window of opportunity for making changes was last fall and the Board was informed that the PRML friends voted unanimously to not discuss it.

Administration

- A. Approval of May Minutes (5/16 and 5/17) - Emily made a motion to approve the May 16 & 17. Mark seconded. All voted in favor.
- B. Approval of June Minutes (6/6 and 6/20) Emily made a motion to approve the minutes for June as amended and to include the tribute to Nancy Norwalk as an attachment. Mark Seconded. All voted in favor.
- C. Correspondence – Diane Rogers, Maria Guzman, Clint Swift
- D. Donations
- E. Need to update town information regarding Titles (Pensgen)

Reports

- A. Directors
 - a. Update on transition
 - b. Nancy Norwalk - Over 200 people toured the Philip Read Memorial Library on July 4, with special attention paid by most to the basement improvements. Positive comments were received
- B. Financial (Pensgen) -
- C. Working Groups
 - a. Policies – Volunteers Policy, 1st Read (Spencer). Emily made a motion to accept the first reading. Mark Seconded. All voted in favor. Suzanne will look into town workers comp coverage for volunteers.

Projects

- A. Update on hiring
 - a. Update on applications for advertised positions – Mary has to date received 13 applications for possibly 4 positions and is conducting interviews. She does not ready to bring any candidates to the board but may want to in the next two weeks.
 - b. Discussion of compensation for probationary period – Emily moved to authorize mark to establish the probationary pay rates for new employees at a rate 10% less than the rate they will be paid in 90 days. Suzanne Seconded. All voted in favor.
- B. Facilities
 - a. Town of Plainfield Facilities Manager
 - b. Looking at oil prices for 2016-2017

- C. Potential invitation to NH State Librarian Michael York (Spencer) - Suzanne made a motion to invite Michael York to our September meeting (September 12). Mark Pengen seconded. All voted in favor.

9:23 Suzanne made a motion to adjourn. Emily seconded. All voted in favor.

Attachments:

Directors Reports [2]

Financial Reports [2]

Article on Mary King's new role [1]

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 20, 2016, 12 pm; Meriden Library

Approved Minutes

Attending: Jean Strong, Emily Sands, Nancy Liston, Mark Pensgen, Suzanne Spencer, Mary King, director

Absent: Nancy Norwalk

12:03 Call to order. Suzanne made a motion to approve the agenda. Mark seconded. All voted in favor.

Suzanne made a motion to accept the donation and planting of three trees pending the inspection by of two trustees of the PRML site after Dig Safe arrives. Mark seconded. All voted in favor.

The board discussed two new job descriptions: library assistant and circulation aides.

The board discussed completing background checks for all substitutes, regular employees, and volunteers. Mary King will post on both library websites and on library listservs in Vermont and New Hampshire.

Nancy Liston made a motion to approve the library aid position description at \$11/hour. Mark seconded. All voted in favor.

Nancy Liston made a motion to approve the library assistant position at the rate of \$14/hour. Emily seconded. All voted in favor.

Mary King will receive applications and interview on her own. She will meet with one trustee to discuss and bring forth candidates at the July meeting.

1:07. Emily Sands made a motion to adjourn. Nancy Liston seconded. All voted in favor.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 6, 2016; Meriden Library

7:00 PM

Approved Minutes

Present: Emily Sands, Jean Strong, Suzanne Spencer, Nancy Norwalk, director, Mary King,
director

Absent: Mark Pensgen

7:05 pm Roll call, approval of agenda. Nancy Liston moved to approve the agenda. Suzanne seconded. All voted in favor.

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.

Suzanne made a motion that the board not record all names of members of the public in attendance and only include names of members of the public who present or raise issues to the board. Jean seconded. All voted in favor.

7:05-7:20 Public Comment

7:20 – 7:30 Friends Group Updates

- A. Meriden Friends - Susan Nugent updated the board on planned events for the summer and museum passes that the Meriden Friends group purchased.
- B. PRML Friends – Cindy Heath said that the PRML Friends Group raised \$700 in the artist book auction and is giving a book to each graduating PES 8th grader. The friends group is launching membership drive and honored Dennis Girouard with a lifetime membership in the Friends.

7:30- 7:40 Administration

- A. Correspondence
- B. Donations – board tabled the donation for the AV system from the PRML friends group to PRML. The board expressed concern about ongoing maintenance and repair costs and the fact that the proposal wasn't made with board input. The technology working group will meet with Cindy Heath to discuss options and details.
- C. Board Legal Authority. Suzanne expressed concern about a number of issues in the May 10, 2016, PRML Friends minutes. They include:

- a. What appeared to be the PRML friends making decisions about using volunteers to staff the basement. From PRML Friends minutes: “Additional staffing by the Trustees needed before downstairs can be used, but Cindy suggested using volunteers ...” The board makes staffing decisions and needs to ensure that we comply with labor laws concerning the use of volunteers.
- b. Installing a plaque on the shed. From PRML Friends minutes: “Dennis reluctantly agreed we could install a burnt wood plaque on the shed, naming it after him.” Suzanne passed out a copy of RSA 202-A:6 Library Trustees; Election; Alternates. – “The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, ...” The alteration of library property requires board approval.
- c. The planting of trees on library property. From PRML Friends minutes: “stakes are in the ground for 2 Merrill magnolias and 1 flowering crab. Jim Longacre has talked to Scot MacLeay about septic. Should be planted soon.” The board said that the friends group needs board approval to make changes to library property and also noted that a Dig Safe permit is legally required to dig on municipal property.
- d. The building of shelves in the shed. From PRML Friends minutes: “Dennis will meet with Cindy and Diane Friday to start working on the shelving in the book shed.” The board repeated its concern about altering library property without board approval.

Suzanne acknowledged that perhaps the Friends group planned on getting library board approval before carrying out these projects, but the board had not received any requests to do so and there is no indication of that in the friends’ minutes. Emily noted that the shelving in the shed was completed without board approval. The board said that it did not assume that there was any bad intention on the PRML friends group’s part, but that they need to get approval from the board during a public meeting to make physical changes to library property.

- D. Trustees are responsible for setting rules for reading of policies.
- E. Public Comment going forward – the board agreed that in an effort to keep meetings a reasonable length and to give members of the public an equal opportunity for questions and comments, public comment at meetings will only occur during sections on the approved agenda labeled “public comment.” Emily said that public comment would occur at the beginning of meetings and we would try to include it at other sections, but that the meetings are already long and we can’t plan on also having it at the end.
- F. Nancy Liston made a motion to approve the April Minutes. Jean seconded. All voted in favor.
- G. Update on NHLTA conference – Nancy Liston, Emily Sands, Jean Strong, and Suzanne Spencer attended the conference. They attended workshops that included Right to Know, Hiring a New Director, Technology in the Library, Conflict in the Library, and Building a New Library.

7:40-8:00 pm Reports

- A. Directors (King and Norwalk)

B. Financial (Pensgen)

C. Working Groups

- a. Policies – Meeting Room – Nancy Norwalk can provide staff coverage for events in the meeting room through June with her admin hours. Whether or not it will be open until 9 for existing groups starting July 1 will be up to the new director. The board discussed having the meeting room policy consistent between the two libraries.
- b. Policies – Non-public meetings. Board received an external legal request to give 72 hours notice to individuals being discussed in nonpublic session. The will comply with RSA as required by law and provide notice to individual be discussed, but Emily said she discussed the request with the town attorney, and they both felt 72 hours was unreasonable and there is no legal requirement for it. The board will work on a general policy about nonpublic meetings.
- c. Policies – By Laws due for review. Suzanne said she checked with an attorney at the NHMA and confirmed that existing bylaws and policies can be updated with amendments and do not require multiple reads.
- d. Policies – Volunteers. Suzanne will look for a generic library volunteer policy as a starting point.

8:00 -8:50 pm Projects

- A. Policies - Director Code of Ethics – Third Read Nancy Liston made a motion to waive the reading. Emily Sands seconded. Nancy Liston made a motion to accept policy. Emily Sands seconded. All voted. In favor.
- B. Memorandum of Understanding – Cindy Heath said the PRML friends are continuing to discuss the memorandum [The Meriden Friends Group signed the MOU in November 2015; the trustees have signed the MOU for both friends groups].
- C. Director position - Nancy Liston read a tribute to Nancy Norwalk and the board thanked her for her service as director.
Emily made a motion to that the Plainfield Public Libraries extend an offer as director to Mary King, Contingent on a background check and signed contract. Nancy Liston seconded. All voted in favor. Emily read a letter from Mark Pensgen supporting Mary King for director. Suzanne noted that from 2010 through 2015, patron visits at Meriden Library went up 27%, and circulation went up 70%.
Employment Contract – Nancy Liston made a motion to authorize Emily to work with town attorney to draw up a contract to provide to Mary. Jean seconded. All voted in favor.
- D. Additional Hiring – The board will work on creating new staff positions with input from the director. Permanent positions require probationary period and Board approval.

8:43 Suzanne made a motion to adjourn. Nancy Liston seconded. All voted in favor.

Attachments: Directors Reports [2]

Financial Reports [2]

Mark Pensgen Letter

Tribute to Nancy Norwalk

Copy of RSA 202-A:6 Library Trustees; Election; Alternates

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 2, 7 pm; Meriden Town Offices

Approved Minutes

Present: Mark Pensgen, Jean Strong, Nancy Liston, Emily Sands,
Mary King – Director, Nancy Norwalk - Director
Absent: Suzanne Spencer

7:01 Call to Order, Approval of Agenda

Motion to Approve made by Pensgen, Seconded by Liston, all voted in favor to accept the agenda

7:05 Announce: Non-public session announcement (RSA 91-A:3) 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.

7:05-8:00 Listening session / Public Comment

Summary of Comments:

Dennis Girourd – Trustees should do the job they are supposed to do. Would like to see more time for the Director at PRML, keep Nancy N. as Director, questions the need for 2 libraries – what do citizens want and what are they willing to pay for? Trustees should give all facts to the voters without any special interests keeping issues in the dark, and Trustees should give respect and courtesy earned to those who have contributed.

Jane Witzel – Keep both libraries. Has lived 39 years in Meriden and uses both libraries, would like ADA access and meeting room in Meriden. Would be devastated if we lost the Meriden library. She noted that there has been a lot of animosity surrounding the libraries and hoped this would go away.

Virginia Drye – goes to PRML every day it's open, would like A/C (unbearable in summer), wants more books, especially series of books which are often not complete.

Grace Hardy – Runs museum, lives in Plainfield and has enjoyed both libraries. One librarian for two libraries is a concern. Great supporter of Nancy Norwalk – she is an encyclopedia of knowledge for the town's history.

Jeanne Thompson – would like to see both libraries used more – are a great resource and a community center, would like to see more programming – maker spaces, STEM programs, art/music, educational courses. They are jewels and could be more so.

Clint Swift – Thanks for having the session, would prefer to spend less time at Trustee meetings, number of non-public sessions should be few and far between – board needs to tighten it up. Hiring of employees is an exception. Projects – could be a meeting with members of the community to meet halfway and lessen the burden on the Board. Examples – Library Survey (Bev), Basement (Cindy). There are opportunities for the community to help. Agrees with 2 strong libraries. Need to be sensitive to institutional knowledge. PRML tech volunteer was a supporter and has not been back in the library since – should not happen. More dialogue in Trustee meetings. Would be better if more time for public comment at the end. Buck stops with Trustees regarding the ADA situation at Meriden.

Dennis Girourd – Liked Select Board meeting last night, the process. People voted with an open mind.

Bev Widger – Supporter of PRML, as was her mother. Would like to see recognition of library as a community center – buy trash stickers, hold events, etc. It's different on Plainfield side of town because it is the place to go. Would like Trustees to recognize the efforts of all the people who give so much to make both libraries work and recognize how far it has come. More involvement of the Trustees to organize and attend programs and events.

Clint Swift – Concern about the financial picture, not everyone in town uses both libraries so it's easier if you can get private support for projects. Easier to sell to taxpayers.

Cindy Heath – Trustees should consider the survey and universal desire for more hours at both libraries – evaluate budget-wise. Restore 2 hours lost at PRML, and increase hours at Meriden to sustain parity. Thanks Trustees for having the listening session – keep having them.

Jane Witzel – thanks for the session. Can't fathom where animosity is coming from and would like things settled more amicably.

Virginia Drye – Would like special collections cleaned up and organized, can't find things.

Cindy Heath – Cornish colony history is a unique resource, and how can we celebrate that.

Jeanne Thompson – How about including the town of Cornish in our libraries – collaborate or merge all three libraries. Cornish residents use Plainfield libraries and don't pay.

Brad Thompson – Good library has a good collection, staff is courteous to patrons, and is willing to explore technology. He is willing to pay for membership to Lebanon libraries due to depth of the collection. Volunteers in Meriden – difficult because of bus / pickup, would like to see a maker space, 3D printer and small CNC. New programs would bring out some new people and get kids making things. Takes money and a place to do it. Maybe a grant?

Virginia Drye – survey did not distinguish between teen and children, would like more differentiation between children and adults, and more programs for teens. Maybe a teen book club?

Bev Widger - We're different, don't need to be like Hanover. Libraries should reflect what the community wants.

Brad Thompson – More use of state resources.

Jeanne Thompson – Cornish Colony is unique, want it to be a more positive environment.

Susan Nugent – 30 year resident. Grew up in Hartford which tried to build one central library in Quechee. It didn't work because it was too difficult for many to get there. It is a luxury but also a necessity to have two libraries in town. Serves as a community center and a center of knowledge. We have access to all books, even if they aren't in the library. Bring people in for joyful events. Noted Meriden does have an air exchange (not A/C) which does help to cool the building. Changes do need to be cost effective, but would like to see a review of the hours.

Jane Witzel – Up to date technology is important but I would not want to lose the sense of community. We have these 2 unique villages, Keep 2 libraries, Handicapped access and better meeting space. Good programs for all spectrum of ages. Duckworth has been used for meetings.

Grace Hardy – more coordinating with town for programs with Duckworth. Duckworth accommodates 60 people. Not a good place in winter. Would like an active partnership with the library.

Virginia Drye – Library is often the only thing open in town in the evening – only place for people to go.

Cindy Heath – evidence based community planning. Librarian and staff make a library valuable. The book is still important. Maintain balance between book and technology.

Clint Swift – Bring young people in (grow or die). How to attract young people to libraries. Would like Brad Thompson to give a program for adults (tech for aging baby boomers).

Emily thanked everyone for their attendance and comments. Mentioned that the public is very welcome to contact her or all of the Trustees with any additional thoughts.

8:00 Motion to adjourn made by Jean Strong, Seconded by Nancy Liston, all voted in favor

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

May 17, 10 am; PRML – Both libraries featured

10:00 Call to Order, Approval of Agenda – Emily made a motion to approve the agenda, Nancy Liston seconded. All voted in favor.

10:00 Announce: Non-public session announcement (RSA 91-A:3) 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.

Nancy Liston made a motion to go into nonpublic session, Mark seconded.

Roll call Vote as follows:

Emily Sands – Yes

Mark Pensgen – Yes

Nancy Liston – Yes

Suzanne Spencer – Yes

Jean Strong - Yes

Specific Statutory reason cited as foundation for the nonpublic session: (b) The hiring of any person as a public employee.

Public session reconvened at 12:45 pm.

Nancy Liston made a motion to adjourn. Emily Seconded. All voted in favor.

Adjournment at 12:45 pm

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

May 16, 10 am; PRML – Both libraries featured

10:00 Call to Order, Approval of Agenda – Emily made a motion to approve the agenda, Nancy Liston seconded. All voted in favor.

10:00 Announce: Non-public session announcement (RSA 91-A:3) 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.

Nancy Liston made a motion to go into nonpublic session, Mark seconded.

Roll call Vote as follows:

Emily Sands – Yes

Mark Pensgen – Yes

Nancy Liston – Yes

Suzanne Spencer – Yes

Jean Strong - Yes

Specific Statutory reason cited as foundation for the nonpublic session: (b) The hiring of any person as a public employee.

Public session reconvened at 1:10 pm.

Nancy Liston made a motion to adjourn. Emily Seconded. All voted in favor.

Adjournment at 1:10 pm

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
April 18, 2016; PRML – Both Libraries Featured

Present: Jean Strong, Mark Pensgen, Emily Sands, Nancy Liston, Suzanne Spencer, Nancy Norwalk, director, Mary King, director

Public: Ron Eberhardt, Paul Franklin, Dennis Girouard, Bev Widger, Pennie Armstrong, Emily Boynton, Clint Swift, Bonnie Swift, Cindy Heath, Terri Crane, Virginia Drye

7:20 pm Roll. Emily moved to approve the agenda, Mark seconded. All voted in favor. Paul Franklin spoke on the structure of meetings. He noted that at town meeting the public is the legislative body, but at board meetings the board is the legislative body and can control the agenda and public comment. He recommended simple rules: be transparent, have rules applied fairly, and don't be biased. The board can control for length of time that someone can talk to the issue. The board can cut people off if they are being repetitive but can't do so because of content.

Emily made a motion to limit public comment to the public comment section and part of the discussion of the library director. Jean seconded. All voted in favor.

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.

Public Comment - There was a question about the decision to move the minutes and correspondence to the town office. A suggestion was made to add public comment to the end of the meeting.

Friends Group Updates - Cindy Heath gave PRML update, Emily Boynton gave the Meriden update

Administration

- A. Approval of March Minutes. Mark moved that we accept the March 7 minutes, Emily seconded. Nancy Liston and Jean Strong abstained. Mark, Emily, and Suzanne voted in favor. March 22 minutes. Nancy Liston made a

motion to accept the 3/22 minutes with Suzanne's edits. Mark seconded. All voted in favor.

- B. Correspondence – The board received an email from Diane Rogers, two formal written complaints from Bonnie Swift, and handwritten request from Diane McDonald.
- C. Donations - \$100 Hanover garden club for PRML.
- D. Set future meeting dates: 6/6 – Meriden Library, 7/11 - PRML, 8/8 – Meriden Library, 9/12 - PRML). No regular meeting in May due to trustee conference and the need to meet for job interviews.
- E. Trustee conference update
- F. Other items.

Consultant Reports have been filed with the minutes chronologically by date. Emily made a motion that anonymous correspondence will not be accepted or included in minutes. Mark seconded. All voted in favor.

The board assured that all minutes, including those from non-public sessions that are not sealed, will be available with the public minutes and board materials.

Emily made a motion to remove the 2/2015 automation subcommittee minutes from the public record. Suzanne seconded. Suzanne, Emily, Jean, and Nancy Liston voted yes, Mark voted no.

A copy of the public announcement for Nancy Norwalk's transition has been included in the minutes.

The board will annually review RSA 91-A rules to assure right-to-know procedures; It had a review on 12/2/2015.

The board announced that the official record of the board's minutes, correspondence and other documents are filed at the Town Hall in Meriden but that all efforts will be made to keep the Town web-site up-to-date with all of those records.

Reports

- A. Directors (Norwalk and King). Suzanne made a motion to authorize Nancy Norwalk to attend an all-day workshop focusing on book preservation for a cost of \$20. Emily seconded. All voted in favor.
- B. Financial (Pensgen) Mark reimbursed all the trustees individually for library trustee conference. Mark is reimbursing himself for \$199 for a printer for PRML.
- C. Working Groups
 - a. Finance – June 1 PRML hour change – PRML will close at 8 pm instead of 9 pm on Mondays and Wednesdays starting June 1. Jean and Suzanne will post announcements in Cornish Connect and Plainfacts. Notice will be posted on town website.

Policies

- a. Trustee Code of Ethics—Third Read – Nancy Liston made a motion to waive the third reading. Mark seconded. All voted in favor. Mark Pensgen made a motion to approve the code of ethics. Nancy Liston seconded. All voted in favor.
- b. Director Code of Ethics – Second Read. Nancy Liston made a motion to waive the second reading. Suzanne seconded. All voted in favor.
- c. Meeting Room – Second Read Nancy Liston made a motion to table the meeting room policy until the subcommittee meets and discusses it. Mark seconded. All voted in favor.

Other Projects

- A. Town Survey –the board approved the survey and will have it posted library websites, town website, attach to meeting minutes.
- B. Library director position –The board discussed re-advertising the position on listserves and adding it to the Vermont library job listserve. The board will post the description on library websites, the town website. Nancy Liston will request references and make reference calls.
Discussion with the public about organizational structure, and public input. Emily said that she talked with the town manager and that the select board and school board have made hiring decisions on their own.
The board will meet in late May for interviews and research appropriate background checks for the position. Suzanne will contact the school to get their procedure for background checks on new teacher hires. Suzanne and Emily noted that all volunteers at the school must go through background checks.
After the May 1 application deadline, Nancy Liston will let the board know the number of applicants contact the board about setting up interviews for the top three candidates.
- C. Library aide position – The board tabled a discussion of a proposed job description and advertising until the next meeting
- D. Meriden Library – building and ADA plan – Mary King expressed concern regarding delaying action because of another study group and asked the board to start taking action. Ron Eberhardt gave input on the select board’s process and plans. Emily and/or Suzanne will try to attend the next select board meeting.
- E. Discussion of future meeting structure – table for next meeting.

9:35 Mark Pensgen made a motion to adjourn, Nancy Liston seconded. All voted in favor.

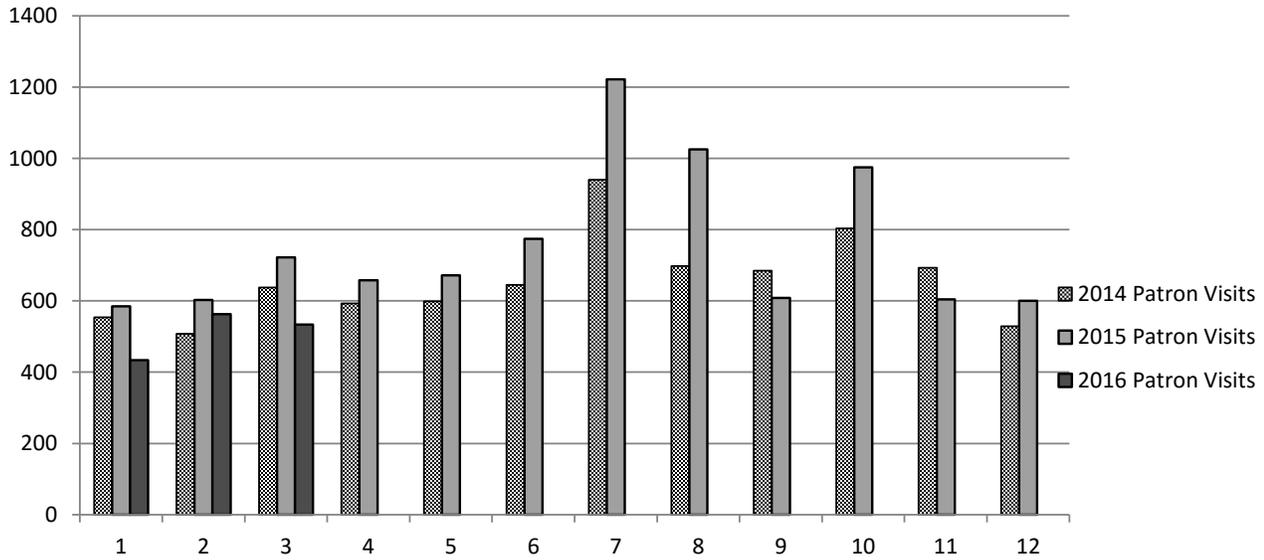
Adjournment at 9:35

Attachments:

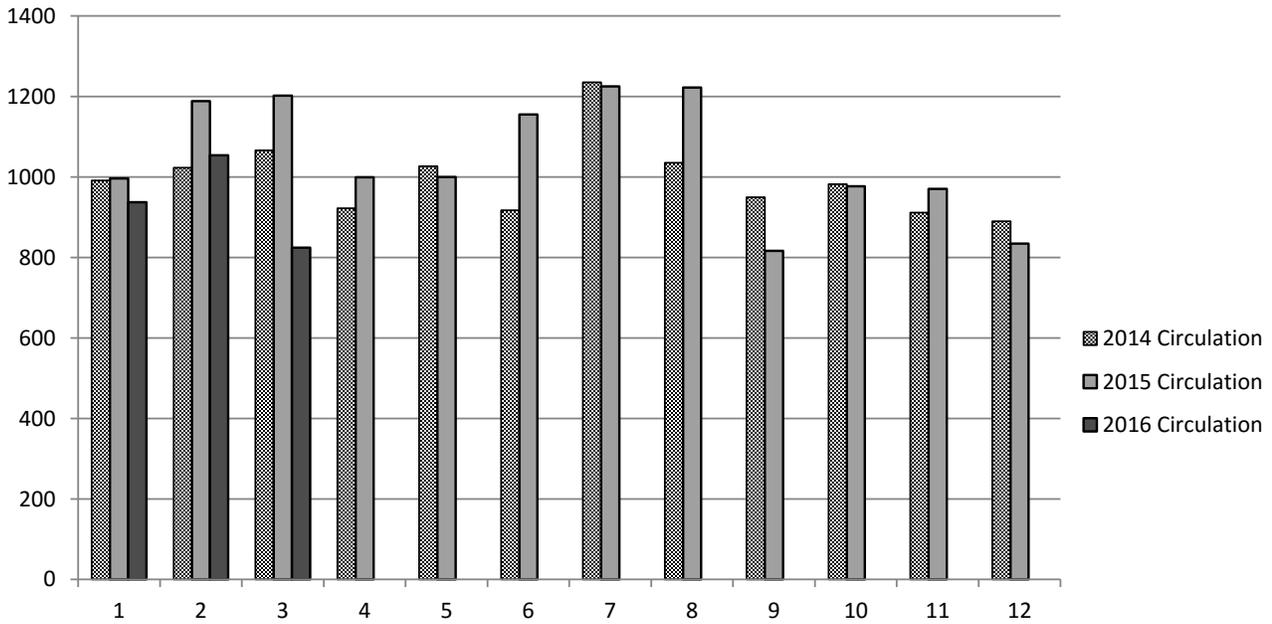
Directors Reports [2]

Financial Reports [2]
Town Survey

Philip Read Memorial Library Patron Visits



Philip Read Memorial Library Circulation



Meriden Library
Director's Report
March 2016

Early Closing, Saturday, March 12-Town Meeting

Programs

Story Time 3/3, 10, 24, 31

Game Time 3/7, 14, 21

Book Group 3/22

Special Programs

There were three after- school programs in March. On Tuesday, March 8, I led a program using David Macaulay new book, *How Machines Work: Zoo Break*. Only three children attended. On Thursday, March 24, Celia Barnett presented a class on paper-folding crafts. 4 children attended. On Tuesday, March 29, Brad Thompson held a maker program with *Strawbees* a prototyping toy that allows children to build with straws. 8 children attended.

Activities

I spent 4.5 hours on System Administrator duties; cataloging review, reports, bibliographic records and training a PRML substitute.

Meetings

I attended the Friends of the Meriden Library meeting on Monday, March 1.

I was away on vacation from 3/14-3/21.

1:08 PM
 04/17/16
 Cash Basis

**Plainfield Libraries
 Meriden P&L Budget vs. Actual
 YTD 2016**

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	559.22	3,005.00	-2,445.78
Appropriation - Operations	4,000.00	18,648.00	-14,648.00
Appropriation - Salary	7,310.20	39,577.00	-32,266.80
Total Town Appropriation	<u>11,869.42</u>	<u>61,230.00</u>	<u>-49,360.58</u>
Trust Fund Income	360.00	700.00	-340.00
Gifts	50.00		
Interest Income			
Interest - Checking	0.31		
Interest - Savings	10.17	10.00	0.17
Total Interest Income	<u>10.48</u>	<u>10.00</u>	<u>0.48</u>
Total Income	<u>12,289.90</u>	<u>61,940.00</u>	<u>-49,650.10</u>
Expense			
Legal Expense	19.99		
Salaries	7,310.20	39,577.00	-32,266.80
FICA	559.22	3,005.00	-2,445.78
Library Materials			
Audio/Visual	169.99		
Books & Magazines	485.17		
Library Materials - Other	994.13	8,000.00	-7,005.87
Total Library Materials	<u>1,649.29</u>	<u>8,000.00</u>	<u>-6,350.71</u>
Telephone	221.17	540.00	-318.83
Electricity	373.65	1,700.00	-1,326.35
Fuel Oil	954.95	1,768.00	-813.05
Water/Sewer	100.00	500.00	-400.00
Supplies	92.10	800.00	-707.90
Postage	0.00	250.00	-250.00
Professional Activities	7.38	300.00	-292.62
Programs	53.07	400.00	-346.93
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	300.00	1,800.00	-1,500.00
Automation/Cataloging	0.00	1,000.00	-1,000.00
Computer/Software	0.00	1,800.00	-1,800.00
Misc Expense	0.00	100.00	-100.00
Total Expense	<u>11,641.02</u>	<u>61,640.00</u>	<u>-49,998.98</u>
Net Ordinary Income	<u>648.88</u>	<u>300.00</u>	<u>348.88</u>
Net Income	<u>648.88</u>	<u>300.00</u>	<u>348.88</u>

**Plainfield Libraries
 PRML P&L Budget vs. Actual
 YTD 2016**

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	560.08	3,206.00	-2,645.92
Appropriation - Operations	6,500.00	27,528.00	-21,028.00
Appropriation - Salary	7,321.41	42,214.00	-34,892.59
Total Town Appropriation	<u>14,381.49</u>	<u>72,948.00</u>	<u>-58,566.51</u>
Trust Fund Income	1,035.00	2,000.00	-965.00
Gifts	240.00		
Fines	-157.05		
Interest Income			
Interest - Savings	0.18		
Total Interest Income	<u>0.18</u>		
Total Income	<u>15,499.62</u>	<u>74,948.00</u>	<u>-59,448.38</u>
Expense			
Salaries	7,321.41	42,114.00	-34,792.59
FICA	560.08	3,206.00	-2,645.92
Library Materials			
Audio/Visual	80.00	0.00	80.00
Library Materials - Other	1,032.98	9,200.00	-8,167.02
Total Library Materials	<u>1,112.98</u>	<u>9,200.00</u>	<u>-8,087.02</u>
Telephone	337.46	1,200.00	-862.54
Electricity	810.69	3,000.00	-2,189.31
Fuel Oil	2,194.86	3,978.00	-1,783.14
Water/Sewer	47.20	300.00	-252.80
Supplies	141.45	1,500.00	-1,358.55
Postage	3.07	250.00	-246.93
Professional Activities	892.25	300.00	592.25
Programs	5.28	600.00	-594.72
Furniture/Equipment	101.86	950.00	-848.14
Elevator	416.66	1,700.00	-1,283.34
Maintenance	467.46	3,350.00	-2,882.54
Automation/Cataloging	0.00	1,000.00	-1,000.00
Computer/Software	0.00	1,800.00	-1,800.00
Misc Expense	0.00	100.00	-100.00
Total Expense	<u>14,412.71</u>	<u>74,548.00</u>	<u>-60,135.29</u>
Net Ordinary Income	<u>1,086.91</u>	<u>400.00</u>	<u>686.91</u>
Net Income	<u><u>1,086.91</u></u>	<u><u>400.00</u></u>	<u><u>686.91</u></u>

Plainfield Library System Strategic Planning Survey 2015

“Great job increasing digital offerings and making the two libraries more integrated!”

“Thanks for asking these questions. It’s good to feel as if you want our opinions.”

“A library is a community asset. Both libraries give us a return on our investment far greater than we realize.”

Executive Summary

The Plainfield Library Board of Trustees initiated a survey in 2015 to understand the library needs of the citizens of Plainfield, and to inform the strategic planning process for the library system.

The survey consisted of 52 questions, and was administered on behalf of both the Meriden Library and Philip Read Memorial Library. Responses were received both electronically (228) and in paper format (21). Of the 249 total responses received, there were 15 non-resident respondents. Exactly 50 percent (50%) of registered patrons completed the survey.

Highlights of the survey results include:

- General satisfaction with library services and programs
- More hours and staffing to accommodate additional adult education/training programs and author/literary events and STEM programming for youth
- Books are the most important service provided by the libraries
- Staff available to assist with patrons in person and technology are also important
- The libraries serve as a vital community gathering place
- Social media is not heavily used by respondents, but 75 percent (75%) have e-readers

Of those participating, the top very important items for future improvements to the Philip Read Memorial Library were:

- Finishing the PRML basement rooms*
- Air conditioning for PRML
- Expanded collections

Of those participating, the top very important items for future improvements to the Meriden Library were:

- Adding handicapped access
- Expanding the Meriden Library
- More comfortable reading areas

Respondents expressed the importance of equitable treatment of the libraries in terms of hours open, staffing, and services, and would like to see more joint programming between the two libraries.

Overview

Surveys were distributed in paper format at each library, and at locations around Plainfield and Meriden. Electronic surveys were available via a link on the library websites and Facebook pages.

Residents self-identified their neighborhood, and of those who selected Meriden, 87 percent (87%) completed the Meriden survey, and of those who selected Plainfield, 84 percent (84%) completed the Plainfield survey. It was evident throughout the survey that respondents used the services of the library closest to their neighborhood. Additional survey response data is outlined in **Table 1**.

Table 1. Survey Responses

Neighborhood	Online	Manual	Total	% Town Population*	% Registered Patrons**
Plainfield	136	19	155		24%
Meriden	92	2	94		26%
Totals	228	21	249	11%	50%

*2,347 Plainfield Population

**Meriden Registered Patrons = 366, Plainfield Registered Patrons = 637 (2014 State Data)

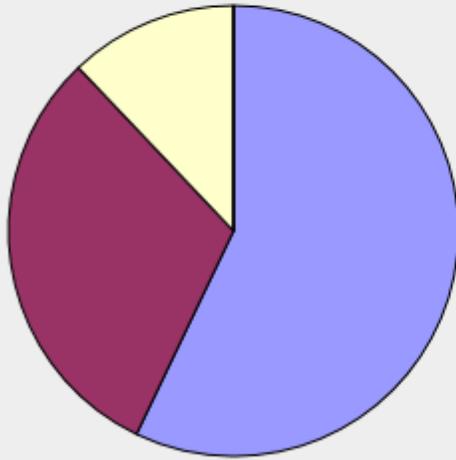
I. General Library Services

A. Library Visits

Respondents were asked how many times they visited the libraries in a one month period. Most people visited more than five times per month in Meriden, and less than one time per month in Plainfield. **Figure 1** shows the frequency of visits for each library.

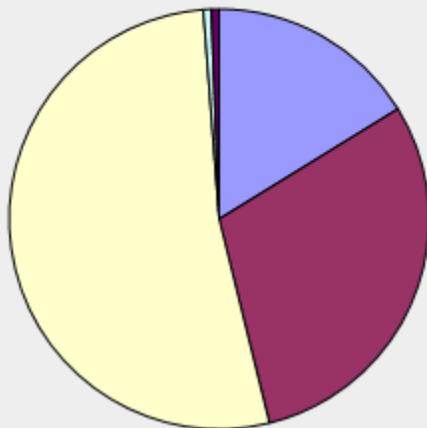
Figure 1. Frequency of Visits

In the last 12 months, (on average) how many times did you physically visit either the Meriden building per month?



- More than five (5) times per month
- Between one (1) and five (5) times per month
- Less than one (1) time per month
- I only use the website.
- I never use the library.

In the last 12 months, (on average) how many times did you physically visit Philip Read Memorial (Plainfield) Library per month?



- More than five (5) times per month
- Between one (1) and five (5) times per month
- Less than one (1) time per month
- I only use the website.
- I never use the library.

When asked to identify reasons they did not visit the library more than 5 times in a one month period (13 responses in Meriden, 94 responses in Plainfield), Meriden users identified lack of

time (39 percent), inconvenient hours (23 percent), and the ability to find information elsewhere (31 percent), and Plainfield users identified feeling unwelcome (62 percent) and poor service (75 percent).

Regarding online use from outside the library (home, school, work) in the previous three months, of the 234 responses, 180 users (77 percent) have accessed the libraries online at least 5 times.

Other libraries used by respondents were primarily the Plainfield School, Lebanon and Kilton, Hanover, and Dartmouth.

B. Patron Activities

When asked what they typically do when visiting the library, the majority of respondents from both libraries indicated checking out books as the primary activity, followed by checking out DVDs/CDs. Other activities in the top 10 list of activities for both libraries are as follows:

- Attend programs, meetings, events
- Read and/or check out magazines and newspapers
- Request inter-library loan
- Get help from library staff

Other top activities reported for Plainfield residents indicate that they view the library as a community information and services center for purchasing trash stickers, getting information about Town business, accessing downloadable books, donating to the Friends' book sale, and buying gifts for example. In Meriden, additional uses include accessing downloadable books/CDs meeting a friend, sharing time with children, bringing visitors, computer use and research. The top 10 activities for each library are shown in **Tables 2 & 3**. Activities in bold were identified as common to all respondents.

Table 2. Top 10 Activities - Meriden Library

Plainfield Library System Strategic Planning Survey - Meriden Library

What do you typically do when you visit the Meriden Library building? Choose all that apply.

Answer Options	Response Percent	Response Count
Check out books	96.7%	88
Check out DVDs/CDs	73.6%	67
Attend programs - Children/Family/Adult	65.9%	60
Attend a meeting or event	56.0%	51
Read and browse at the library	54.9%	50
Request inter-library loan	54.9%	50
Visit with friends or spend time with my children	50.5%	46
Check out audio books	45.1%	41
Get help from library staff	45.1%	41
Read and/or check out magazines and/or newspapers	44.0%	40

Table 3. Top 10 Activities - Philip Read Memorial Library

Plainfield Library System Strategic Planning Survey - Philip Read Memorial Library

What do you typically do when you visit the Philip Read Memorial library building? Choose all that apply.

Answer Options	Response Percent	Response Count
Check out books	86.0%	129
Check out DVDs/CDs	60.0%	90
Access NH Downloadable Audio Books	46.7%	70
Access NH Downloadable Books	44.7%	67
Read and/or check out magazines and newspapers	24.0%	36
Buy a gift, PlainFacts or trash stickers	23.3%	35
Request inter-library loan	20.0%	30
Use meeting room - Attend a meeting, program or event	20.0%	30
Drop off books for the Friend's book sale to benefit the PRML	19.3%	29
Get help from library staff	18.7%	28

C. Finding Materials at the Library

Participants were asked if they found what they were looking for on their most recent visit to the library. In Meriden, 96 percent answered yes, and in Plainfield, 51 percent answered yes. A

follow up question asking why patrons were unable to find what they were looking for indicated the following:

- item was checked out
- library had no material on the subject
- staff requested material from another library
- staff could not find the material
- information/services needed were not available

Participants were asked if they generally found what they were looking for in the libraries. The majority of Meriden respondents (97 percent) reported being able to find what they were looking for always or sometimes, and Plainfield respondents (51 percent) reported being able to find what they were looking for always or sometimes, and 41 percent reported rarely being able to find what they were looking for.

D. Helpfulness of Staff

When asked to rate the level of service received by the staff, approximately half of Plainfield respondents indicated the staff was pleasant, welcoming, helpful, and knowledgeable, while half indicated the staff was not helpful or knowledgeable. The majority of Meriden respondents indicated the staff was pleasant, welcoming, helpful, and knowledgeable.

E. Importance of Library Services

In rating importance of the various library services, both groups of respondents cited staff available to assist with patrons in person as the second most important service, with NH downloadable books identified as the most important for Plainfield respondents, and Collections/Material - Books identified as the most important for Meriden respondents. The top 10 most important services for each library are shown in **Tables 4 & 5**. The services listed in the top 10 as important to both sets of respondents listed below:

- Collections/Material - Books
- Staff available to assist with patrons in person
- Staff available to assist with technology
- Current hours of operation
- Trainings and classes
- Using library computers

Table 4. Importance of Library Services - Meriden Library

Plainfield Library System Strategic Planning Survey - Meriden Library

How IMPORTANT are the following to you in your personal use at the Meriden Library? Please mark importance of each.

Answer Options	Very important	Somewhat important	Not very important	Not important at all	Not Applicable	Response Count
Collections/Material (Books)	69	16	0	1	1	87
Staff available to assist patrons (in person)	64	22	3	0	0	89
Programs for children including literary, cultural or civic events	60	10	3	3	8	84
Collections/Material (DVDs)	55	20	4	1	4	84
Staff available to assist with technology	52	17	7	5	5	86
Current hours of operations	51	34	2	0	0	87
NH Downloadable Audio Books	47	10	11	8	7	83
Trainings and classes	47	8	15	8	7	85
Using library computers	46	11	8	9	9	83
Collections/Material (Magazines and Newspapers)	44	21	12	4	3	84

Table 5. Importance of Library Services - Philip Read Memorial Library

Plainfield Library System Strategic Planning Survey - Philip Read Memorial Library

How IMPORTANT are the following to you in your personal use at the Philip Read (Plainfield) Memorial Library? Please mark importance of each.

Answer Options	Very important	Somewhat important	Not very important	Not important at all	Not Applicable	Response Count
NH Downloadable Audio Books	84	18	9	16	6	133
NH Downloadable Books	83	25	5	14	5	132
Staff available to assist with technology	75	27	18	11	7	138
NH Downloadable Magazines	72	13	15	24	8	132
Using library computers	72	26	12	18	8	136
Downloadable Newspapers	67	13	18	24	7	129
Trainings and classes	66	35	14	10	6	131
Collections/Material (Books)	60	78	4	0	2	144
Staff available to assist patrons (in person)	53	86	6	0	1	146
Current hours of operations	45	94	7	1	1	148

F. Satisfaction With Library Services

Respondents were asked about their level of satisfaction with library services. Both survey groups indicated they were very satisfied or somewhat satisfied with several common areas:

- Staff available to assist patrons in person & by phone
- Collections/Material (Books)
- Collections/Material (DVDs)
- Collections/Material (Magazines and Newspapers)

The top 10 areas of satisfaction are shown in **Tables 6 & 7**, with preferences common to both libraries in bold.

Table 6. Satisfaction With Library Services - Meriden

Plainfield Library System Strategic Planning Survey - Meriden Library

How SATISFIED are the following to you in your personal use at the Meriden Library? Please mark importance of each.

Answer Options	Very satisfied	Somewhat satisfied	Not very satisfied	Not satisfied at all	Not Applicable	Response Count
Staff available to assist patrons (in person)	77	6	1	0	0	84
Staff available to assist patrons (by phone)	67	8	0	0	7	82
Collections/Material (Books)	61	15	4	0	1	81
Staff available to assist with technology	60	3	1	0	16	80
Staff available to assist patrons (online)	58	6	1	0	16	81
Programs for children including literary, cultural or civic events	57	9	0	0	11	77
Collections/Material (DVDs)	54	13	4	1	6	78
Programs for adults including literary, cultural or civic events	54	10	2	0	11	77
Collections/Material (Magazines and Newspapers)	51	13	2	0	12	78
Trainings and classes	51	4	1	0	21	77

Table 7. Satisfaction with Library Services - PRML

Plainfield Library System Strategic Planning Survey - Philip Read Memorial Library

How SATISFIED are you with the following at the Philip Read Memorial Library? Please mark importance of each.

Answer Options	Very satisfied	Somewhat satisfied	Not very satisfied	Not satisfied at all	Not Applicable	Response Count
NH Downloadable Books	89	10	2	0	36	137
NH Downloadable Audio Books	89	9	3	0	37	138
NH Downloadable Magazines	80	7	2	0	49	138
Downloadable Newspapers	76	5	3	1	51	136
Staff available to assist patrons (in person)	63	75	7	2	1	148
Staff available to assist patrons (by phone)	47	76	3	0	16	142
Collections/Material (Books)	42	91	8	0	1	142
Collections/Material (Magazines and Newspapers)	39	71	3	2	23	138
Staff available to assist with technology	36	10	16	53	26	141
Collections/Material (DVDs)	36	85	4	1	14	140

G. Hours of Operation

Respondents were generally satisfied with the hours of operation at both libraries, with Plainfield respondents being somewhat less satisfied. The comments indicated a preference for more hours for both libraries, that both libraries be open the same number of hours, and that both libraries stay open until 8 pm.

In a follow up question about which times would be most convenient if additional hours were added, Meriden respondents indicated Mondays & Fridays, 1-6 pm, and Plainfield respondents indicated Mondays & Wednesdays, 1-6 pm.

H. Services Important for the Entire Plainfield Community

Looking at the community as a whole, both sets of respondents indicated the same two priorities for what the Plainfield libraries should offer:

1. Providing materials (books, magazines, DVDs, Music CDs, online content)
2. Offering a community gathering place

II. Collections & Programming

A. Importance of Collections

Respondents were asked what components of the library collections they felt were the most important. Downloadable books and audiobooks were identified as the most important for Plainfield respondents, while adult and children’s books were the most important for Meriden respondents. The top five collection preferences are shown in **Tables 8 & 9**.

Table 8. Importance of Collections - Meriden Library

Plainfield Library System Strategic Planning Survey - Meriden Library

Of the following collections the library provides, which are the most important to you at Meriden Library?					
Answer Options	Very important	Somewhat important	Not very important	Not important at all	Not applicable
Books	77	3	1	0	0
Children's Books	63	4	3	2	5
NH Downloadable Audio Books	50	10	8	6	2
NH Downloadable Books	47	10	10	5	3
DVDs/music CDs	45	24	6	3	0

Table 9. Importance of Collections - Philip Read Memorial Library

Plainfield Library System Strategic Planning Survey - Philip Read Memorial Library

Of the following collections the library provides, which are the most important to you at Philip Read Memorial Library?

Answer Options	Very important	Somewhat important	Not very important	Not important at all	Not applicable
NH Downloadable Audiobooks	81	19	10	13	8
NH Downloadable books	80	24	9	12	5
NH Downloadable Magazines	74	9	19	18	9
Online newspapers	72	9	18	20	11
Adult Books	68	75	0	0	1

B. Adult & Youth Programs

When asked to identify which adult programs were most important, both sets of respondents identified Computer Use/Technology Training and Author/Literary Events as the most important/somewhat important. For Meriden respondents, Genealogy Group and Business/Career Assistance were rated not very important. For Plainfield respondents, Current Events, Health/Wellness, Film/Music events, and Business/Career Assistance were rated not very important.

Regarding children's programs, the responses varied. The Summer Reading Program was rated very important/somewhat important by both sets of respondents. The Summer Theater Performances were rated not important at all for Plainfield respondents, and rated low for Meriden respondents. Additional responses are shown in **Tables 10 and 11**.

Table 10. Importance of Teen/Children's Programs

Plainfield Library System Strategic Planning Survey - Meriden Library

Of the following teen/children's programs which are the most important to you at Meriden Library?

Answer Options	Very important	Somewhat important	Not very important	Not important at all	Not applicable
Summer Reading Program	61	6	2	1	11
Author/literary (Author or Book Illustrator programs)	54	12	2	2	10
After School Programs	54	13	1	2	11
Entertainment (movies, performers)	49	14	5	1	10
Technology (gaming, digital learning)	43	11	10	4	11
Story Hours	43	22	5	1	10
Special programs - Summer theatre performances	20	19	13	8	17

Table 11. Importance of Teen/Children's Programs

Plainfield Library System Strategic Planning Survey - Philip Read Memorial Library

Of the following teen/children's programs which are the most important to you at Philip Read Memorial Library?

Answer Options	Very important	Somewhat important	Not very important	Not important at all	Not applicable
Summer Reading Program	42	62	3	2	23
Story Hours	30	59	18	1	24
Technology (gaming, digital learning)	28	57	12	5	25
Author/literary (Author or Book Illustrator programs)	23	73	11	1	22
Special programs - Summer theatre performances	22	14	8	64	22
After School Programs	21	70	12	3	24
Entertainment (movies, performers)	17	71	14	5	22

C. Special Collections

For Meriden respondents, 75 percent were familiar with the Special Collections material offered at the library, and 59 percent of Plainfield respondents were familiar with the Special Collections material.

Regarding the importance of the Special Collections, both sets of respondents were evenly divided between considering the collection important vs. not important. Responses are shown in **Figures 2 and 3.**

Figure 2. Importance of Special Collection - Meriden Library

How important is the availability and accessibility of the special collection as a resource to the library, researchers and the Town of Plainfield?

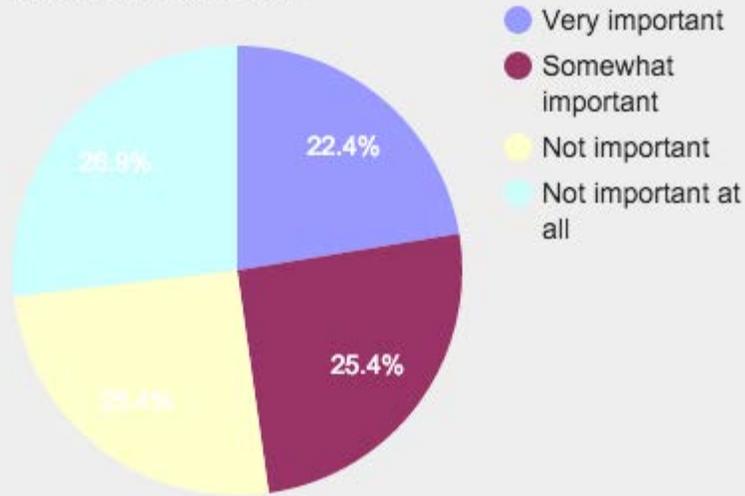
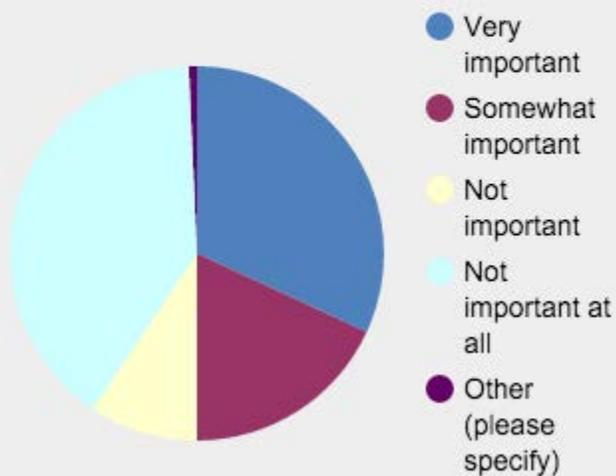


Figure 3. Importance of Special Collection - Philip Read Memorial Library

How important is the availability and accessibility of the special collection as a resource to the library, researchers and the Town of Plainfield?



III. Technology & Communications

Respondents were asked for their feedback on the web pages and social media. In both libraries, 85% of the patrons are finding what they need on the website. Fifteen percent (15%) of those responding did not use the web page. **Table 12** shows the top 5 website uses for each library.

Table 12. Top 5 Website Uses

Meriden Library Top 5 Website Uses	Philip Read Top 5 Website Uses
Automated online catalog to look at the collection	Check out the calendar of events
Check out the calendar of events	See what is new at the library - including new books
See what is new at the library - including new books	Automated online catalog to look at the collection*
Download an ebook or e-audio book from NH Downloadables	Access Plainfield maps*
Automated online catalog to reserve a book	Access link to the Library Board of Trustees minutes, agenda, and meeting times on Town of Plainfield website*

*Three way tie

Several comments were made that respondents did not know all that was available on the websites.

Currently, Facebook is not heavily used by patrons at either library.

The majority of the respondents have Comcast Cable Internet Service followed by DSL. Thirty five percent (35%) of respondents have Smartphones. PRML has a high percentage (18%) of satellite internet providers. More than half respondents use Netflix or another online provider for digital movies.

Over 75% of the respondents had an e-reader.

A question was asked on how respondents find out about events at happening at the libraries. Philip Read Memorial Library appears to have a larger audience with PlainFacts (follows Word of Mouth in Meriden). The Meriden Library is using email to patrons more than PRML. Connect Cornish was used more by PRML patrons than ML patrons. **Table 13** illustrates how respondents learn about library events.

Table 13. Primary Ways Respondents Learn About Library Events

Meriden Library	Philip Read Memorial Library
------------------------	-------------------------------------

E-Mail direct from Library	E-Mail from Friends of the libraries group
E-Mail from Friends of the libraries group	E-Mail direct from Library
Library Website	Library Website
Printed materials at the library (flyers/posters)	Community Bulletin Boards (Schools, Stores, Town Office, Libraries)
Community Bulletin Boards (Schools, Stores, Town Office, Libraries)	PlainFacts
Word of Mouth	Printed material at the library (flyers/posters)

IV. Future Needs & Preferences

A. Top Five Priorities

Respondents were asked to rank the **top five priorities for each library**. It is interesting to note that additional hours was ranked highest and technology ranked lowest for Meriden respondents. Yet it is the exact opposite for Philip Read respondents where technology was ranked highest and additional hours lowest, as shown in **Table 14**.

Table 14. Library Priorities

Meriden Library	PRM Library	<u>Priorities for the Libraries</u>
1	5	Additional Hours
2	4	Additional Staffing
3	3	Additional books, DVDs, CDs, Audiobooks, etc.
4	2	Additional electronic services (e.g. downloadable books, audio, music, databases)
5	1	Additional computers with new technology

B. Future Funding Priorities

Respondents were asked the following question for both Meriden and Philip Read Memorial Library: ***“Keeping in mind that funding (taxpayer dollars) and/or fundraising is limited, how important would you rate the following for each library looking out 3 - 5 years.”***

Of those participating, the top very important items for Philip Read were:

- Finishing the PRML basement rooms
- Air conditioning for PRML
- Expanded collections

The items listed as somewhat important for Philip Read were:

- More comfortable reading area
- More work space/table space
- Increasing the number of computers available for the public.

Of those participating, the top very important items for Meriden Library were:

- Adding handicapped access
- Expanding the Meriden Library
- More comfortable reading areas

Of those participating, the somewhat important items Meriden Library were:

- More work and table space
- More open hours
- More afternoon/summer/vacation programs

In both Meriden Library and PRML surveys, Sunday hours, additional business services, and more online databases were considered unimportant.

C. Ideas for Improvement

When asked about ***potential ideas for both libraries***, the results were the same in what respondents were interested in. The Top 10 ideas are shown in **Table 15**.

Table 15. Top Ten Ideas for Improvement

Meriden Library	PRM Library	Top Ten Ideas - Rated
1	3	Expanded collections (Book, audio, DVD Movies)
2	2	Downloadable movies and programs (Stream from home)
3	4	Science, Technology, Engineering & Math (STEM) Programs for Children
4	1	Technology classes (Downloading e-books, using online databases, basic computer skills)
5	6	E-readers/iPads or Chrome books for use in the library
6	5	E-readers/iPads, or Chrome books to check out and take home
7	8	Arts and Music Programs
8	7	Stronger WiFi signal
9	11	Children's activity book bags to check out
10	10	Additional meeting rooms
11	12	Circulating things other than books (tools, garden tools, etc.)/Seed Saver
12	9	Do It Yourself Programs

D. Program Ideas

When asked to **list some program ideas** that they would like to see at the library (adult, children, young adult, senior citizens, etc.), respondents provided the following suggestions, shown in **Table 16**.

Table 16. Program Ideas

Meriden Library	Philip Read Memorial Library
More STEM Programming (14)	Senior Programs (7)
Teen/tween fantasy group.	STEM Programming (6)
Music Programs	Ipad & Iphone Q & A (3)
Mesh senior citizens with young children, adult craft or a similar social activity Moon gazing, nature programs, etc. For children and adults.	Community Reads - like Grapes of Wrath, authors talking about their favorite books
Musical programs for the children, more hands on programs for the children	Film Series featuring several themes and topics
Programs about the town history geared to children	More education-focused classes would be better
Author talks	Learn more about the Cornish Colony -- perhaps a program of what was happening in the three villages of the Town of Plainfield 100 years ago
Something similar to TED talks	Mid-week story time (not Saturdays)
Crafty things for both kids and adults, more adult crafts or game nights.	Knitting Night
Art Programs. Learning about famous artists and their works	Bridge lessons for seniors, cribbage too
Psychology programs, behavior, puzzles, problems and discovery	International or independent film night and discussion
Science programs, earth, space, environment and biology	Digital security, fire safety
Local residents sharing their knowledge of various types of collections (including displays in the glass cases) or travel experiences	A lecture series
Technology room at the Meriden Library	Poetry reading evenings

E. Ideas to Increase Library Usage

The participants in the survey were asked to provide **one or two improvements that the Plainfield Library System could make to increase usage of the libraries.** Table 17 below shows the improvements recommended for Meriden, PRML, and the Trustees.

Table 17. Improvement Suggestions to Increase Library Usage

Meriden Library (ML) Philip Read Memorial Library (PRML) Trustees
--

ML -Make the ML handicapped accessible and provide more space (32)
ML - More equity in budgets for both libraries in town (2)
ML - More hours (2)
ML- Increase collections of books
ML - better education on what's available online
ML - Easier database search while in the library
ML -Simpler and cleaner web site
ML - Classes on technology use
ML - More evening educational programs
ML - Book reviews on-line

PRML - More open hours (11)
PRML - Better staff training on computers/technology (10)
PRML - Get rid of the VHS tapes(6)
PRML Finishing the basement (6)
PRML - Continue to declutter (6)
PRML Air conditioning (5)
PRML - Continue adding technology and digital services (downloading e and audio books, online catalog, etc) (5)
PRML - Improved children's (free) programs - STEM - Teens (4)
PRML - Get rid of the fines (4)
PRML Collection - Continuing to expand the range of books chosen both in fiction and non-fiction (4)
PRML - remove outdated books (3)
PRML - Improve customer service (3)

Trustees - Stop bickering
Trustees - New Trustee board very biased against PRML, Friends & volunteers; play a leadership role

in getting basement & A/C completed at PRML
Trustees - New Library Board that it committed to resolving issues, not creating them; board that respects volunteers
Trustees - Two boards committed to local communities
Trustees - The PRML staff is frustrated and stressed; Instead of giving them help, you have created a competition between the two libraries; they try their best but they never had a chance with the poor training, follow up, and unreasonable demands put on them; give them the support they need - it will pay back many times over
Trustees - Better collaboration on collections to make more available to the town
Trustees - One library to serve one town - resources of money, volunteers, staff stretched too thinly to support two libraries for population of 2300
Trustees - Would like interlibrary loans to be more rapid
Trustees - More integration between the libraries
Trustees - The Trustees deserve an award from the town for demanding improvements at PRML
Trustees - Need to change from all-knowing command & control to inviting & participatory. Stop Meriden Library can do no wrong & Philip Read Memorial Library can do nothing right. Insane.
Trustees - Online checkout - order from Meriden, delivered to Plainfield
Trustees - Go back to stamping books! Lose paper
Trustees -Board be more supportive of Nancy and the Plainfield Library

F. Expanded Collaboration

Respondents were given this statement and question, ***“We are three villages within the Town of Plainfield with two distinct, different public libraries. Throughout the years, they have shared and collaborated programs and resources. What ways do you believe that this collaboration should be expanded?”*** Table 17 shows the responses.

Joint programs (14)
Two libraries (15)
One Library (7)
One Director - One library system (5)

No expansion of programs and resources (4)
More cooperation, communication, transparency, less divisive within the Board of Trustees (3)
Avoid duplication/share resources (2)
Joint Friends Meetings
The volunteers make the collaborated programs work. Board needs to set an example of mutual collaboration. No favoritism.

G. Feedback for the Trustees

The final question was to provide any feedback to the Trustees. A summary of that follows:

Good job trustees (35)
Improve service and results at PRML (12)
Improve Friends of PRML relationship with Trustees and vice versa (11)
Two boards for two libraries (6)
Good job Mary (6)
Expand Meriden (5)
Good Job Nancy (5)
Budget equitably (5)
Good job PRML Staff (4)
End divisiveness and favoritism (4)

Two libraries - Two directors (4)
One board for two libraries (4)

VI. Demographics

Respondents identified the ages of family members who use the libraries. Of the respondents in Plainfield, the highest percentage of users was in the 50-59 year old cohort (45%). Of the respondents in Meriden, the highest percentage of users was in the 0 -10 year old cohort (49%). The majority of respondents (65 percent) were college educated. A total of 34 individuals with disabilities responded to the survey.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

March 22, 2016; Meriden Town Hall

8:30 a.m.

Present: Nancy Liston, Jean Strong, Emily Sands, Mark Pensgen, Suzanne Spencer

Members of Public: Bonnie Swift, Dennis Girouard

Approved Minutes

8:34 am Roll call, approval of agenda

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.

Election of Officers – Nancy Liston made a motion that Emily Sands be Chair. Jean Strong seconded. All voted in favor.

Nancy Liston made a motion to nominate Suzanne Spencer as Secretary, Mark Pengen seconded. All voted in favor.

Suzanne Spencer nominated Mark Pensgen to be treasurer and Nancy Liston to be vice chair. Emily seconded. All voted in favor.

Administration – Suzanne made a motion to move correspondence and minutes to the town office to better respond to inquiries about records. Nancy Liston seconded. All voted in favor.

Discussion of Right to Know Workshop

Election of working groups and liaisons

Nancy Liston nominated Jean Strong as liaison to the PRML Friends Group . Mark Pensgen seconded. Nancy Liston nominated Emily Sands to be liaison to the Meriden Friends Group. Mark Pensgen seconded. All voted in favor.

Working Groups – NL made motion to approve the nominations as read:

HR working – Emily Sands, Suzanne Spencer

Facilities – Jean Strong, Suzanne Spencer

Policies – Nancy Liston, Jean Strong

Finance – Emily Sands, Mark Pensgen

MP seconded. All voted in favor.

Projects – The board discussed and edited the second draft of the Library Director job description

Suzanne left the meeting at 9:30

The board voted unanimously to approve the job description. The board will advertise the position in the Valley News, the NL Library Listserve, LUV Listserve, Cornish Connect, and Upper Valley Listserve.

9:45 am – the board voted unanimously to adjourn the meeting Adjourn

Attachments: Job Description [1]

DRAFT 3/21/16

Introduction

The Plainfield Public Library Trustees seek an individual for the position of Library Director. The Director is responsible for all library operations and for developing, managing, and implementing its programs and services for a population of approximately 2400 with a range of ages, and interests at the Meriden Library and Philip Read Memorial Library. The Director reports to and works in close cooperation with the Plainfield Library Board of Trustees. The director will provide leadership, direction and professional guidance in the delivery of library services at two public libraries. This position offers a unique opportunity for a passionate and visionary individual to build on the Libraries current strengths and to identify opportunities for the future.

EDUCATION:

The library director will have a Master of Library Science (MLS) degree from an ALA-accredited institution OR an equivalent combination and experience substituting on the bases of one year for each year of education.

EXPERIENCE:

A minimum of three years professional public library experience and supervisory experience is preferred.

EXAMPLES OF DUTIES:

Supervise the Staff

1. Serve as chief administrator of the library system and supervise daily operations.
2. Train, develop, and evaluate all staff members. The Director will recommend staff training and hiring to the Library Board of Trustees.
3. Schedule staff to ensure at least two staff members are on duty when the libraries are open.

Manage the Library Building and Grounds

Oversee maintenance and repairs of building, equipment, furnishings, and grounds.

Maintain Working Relationship with Board of Trustees

1. Work with the Board of Trustees to promote the library and its activities.
2. Carry out policies of the library as prescribed by the Board of Trustees.
3. Attend all meetings of the Board of Trustees.
4. Assist Board of Trustees in updating policies and job descriptions as needed.
5. Act with the Board of Trustees to resolve any complaints concerning library materials, policies, or management.

Ensure Library is Operated in a Fiscally Responsible Manner

1. Work with the treasurer to prepare the annual budget.
2. Keep expenditures within the annual budget.

Keep Library Technology Current and Assimiate into Programs

1. Develop and support computer information services to fit the needs and interests of the community.
2. Maintain knowledge of library automation systems and other technologies. The Plainfield Libraries use the Evergreen System. Recommend and implement technological advances as needed.
3. Work constructively with IT support.

Coordinate with Other Libraries

1. Participate in New Hampshire Automated Information System (NHAIS) for interlibrary loans and listserv.
2. Administer Interlibrary Loan program.
3. Attend meetings, seminars, and workshops offered by the New Hampshire State Library and the LUV Cooperative.

General Duties:

1. Assist patrons as needed.
2. Assemble, preserve, and administer an organized library collection using the guidelines set forth in the library policies.
3. Determine use of or disposition of donated materials.
4. Oversee circulation and work at the desk as needed.
5. Continually update the library website and Facebook page.
6. Prepare annual reports for the town's annual report and for the New Hampshire State Library.
7. Attend Town Meeting to answer questions about library.
8. Work with Friends Groups to help create priority lists for fundraising.
9. Plan programs for children and adults and exhibitions and displays.

10. Oversee use of the meeting room.
11. Compile and provide usage statistics to the Board of Trustees.
12. Oversee the special collections database to enhance the Cornish Colony, Maxfield Parrish, and Plainfield NH historical collection.
13. Help the board of trustees develop plans for ADA compliance at both libraries.
14. Other duties.

WORKING CONDITIONS:

- Normal office environment not subject to extreme temperatures, noise, odors, etc.
- Extended periods of time on computer and phone requiring hand-eye coordination and finger dexterity.
- Regularly required to walk, stand, sit, bend, and reach.
- Regularly required to lift books, materials, equipment.
- Must be able and willing to work a flexible schedule which includes evenings and weekends and occasional periods of extended hours.
- Must be able to travel between home and work. No public transportation is available.

Supervision Received

Works under the general supervision of the Plainfield Library Trustees.

Hours and Salary Range:

The Director will work 29 hours per week, some at each library. Starting salary is \$18/hour. Potential exists for position enhancement to become a full-time benefitted position.

Start Date: July 5

Application Close: May 1, 2016. Please provide cover letter of interest and resume to Nancy.Liston@Plainfieldlibraries.org.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

March 7, 2016; Meriden Library

7:00 PM

Approved Minutes

Present: Mark Pensgen, Anita Brown, Emily Sands, Suzanne Spencer, Mary King, director, Nancy Norwalk, director

Absent: Nancy Liston

Members of the Public: Steve Halleran, Ron Eberhardt, Terri Crane, Bev Widger, Rod Wendt, Brad Thompson, Clint Swift, Bonnie Swift, Diane Rodgers, Pennie Armstrong, Amy Lappin, Susan Russo, Diane McDonald, Fiona Tilles, Larry Rodgers

7:06 pm Call to Order:

A. Roll call, approval of agenda – All voted in favor to accept the agenda.

Suzanne made a motion to keep public comment to sections of the agenda designated for public comment. Anita seconded. All voted in favor.

B. 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.

Public comments – Bonnie Swift filed two complaints: one for not getting back to her about documents that she said were missing, the second about complaint about an email trustee Nancy Liston sent from her private email account about a submission that didn't appear in Plainfacts. The board said that it checked the correspondence at PRML and no correspondence is known to be missing. If any specific piece of correspondence is missing, anyone can contact the board about it and the board will act to replace it. The board will take both complaints under advisement.

Friends -

- A. Meriden – planning poetry night in April.
- B. Philip Read – Task force for activities.

Administration

- A. Approval of February Minutes – Mark made a motion to accept both sets of February minutes. Emily seconded. All vote in favor.
- B. Correspondence - emails from Bonnie Swift and Maria Guzman
- C. Donations \$240 in honor of Al Grindle. Suzanne made a motion to accept the donation. Anita seconded. All voted in favor.
- D. Other- Suzanne made a motion to ask the town moderator to moderate one or two meetings in the spring. Mark Seconded. All voted in favor.

7:45-8:00 pm Reports

- A. Directors (Norwalk and King) Anita made a motion to accept the directors' (King written and Norwalk verbal) reports. Mark seconded. All voted in favor.

- B. Financial (Pensgen) – upcoming vacation. Emily made a motion to offer 2.5 percent raise to all employees as of April 1, commensurate with the passing of the budget. Anita seconded. All voted in favor. Anita made a motion to accept the treasurer’s report. Suzanne seconded. All voted in favor.

Projects—Near Term

A. Policies

- a. ADA Policy— Anita made a motion to dispense with the full reading of the ADA policy. Suzanne seconded. All voted in favor. Emily made a motion to accept the full reading of the ADA policy. Anita seconded. All voted in favor.
- b. Trustee Code of Ethics—Second read – Suzanne made a motion to dispense with the full reading of the policy. Anita seconded. All voted in favor. Suzanne made a motion to add clause about staff evaluations back in. Mark Seconded. All voted in favor.
- c. Meeting Room—Suzanne Spencer made a motion to approve the first reading. Emily seconded. All voted in favor.
- d. Library Director Code of Ethics—Anita made a motion to accept the first read with changes. Emily seconded. All voted in favor.

Discussions

- A. Town Survey—Review and possible approval for posting for the public. The trustees thanked the volunteers who put the survey together and compiled the data.
- B. Library director position
 - a. Public
 - b. Trustee discussion

Trustees will try to meet later in March to finalize job description. Any meeting – board or working group – will be legally publically warned.

8:51 pm Mark moved to adjourn, Emily seconded. All voted in favor.

Attachments: Directors report [1]
Financial Report [2]

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

February 23, 2016; 7:00pm; Meriden Library

Present: Nancy Liston, Emily Sands, Mark Pensgen, Suzanne Spencer

Members of the Public: Clint Swift, Bonnie Swift, Steve Halleran

7:03 pm Call to Order

Suzanne made a motion to approve the agenda, Nancy Liston seconded. All voted in favor.

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

Clint Swift made a point of order. He said that the trustees could not go into nonpublic session citing reason C because in his opinion the employee has to be notified in advance and has a right to make it a public meeting. He also said that he believed the number of nonpublic sessions that the board has engaged in is giving the public a poor opinion of the board. Nancy Liston responded that the public gave its opinion of the board very clearly with the vote on the warrant article in 2015 and the trustee elections. The board also responded that the meeting was requested by an employee.

Nancy Liston made a motion to go into nonpublic session, Mark Seconded.

Roll call Vote as follows:

Emily Sands – Yes

Mark Pensgen – Yes

Nancy Liston – Yes

Suzanne Spencer - Yes

Specific Statutory reason cited as foundation for the nonpublic session;

RSA 91 – A:3 II (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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

Public session reconvened at 8:39 pm

Emily Sands made a motion to seal the minutes. Nancy Liston seconded. Roll Call vote to seal he minutes:

Vote as follows: Emily Sands– Yes
 Mark Pensgen – Yes
 Nancy Liston – Yes
 Suzanne Spencer – Yes

MOTION: Passed

Nancy Liston made a motion to adjourn. Emily Seconded. All voted in favor.

Adjournment at 8:39 pm

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

February 8, 2016; 7:15 pm

Philip Read Memorial Library - Both Libraries Featured

Present: Trustees and Directors - Suzanne (by phone), Mark Pensgen, Emily Sands, Anita Brown, Mary King, director, Nancy Norwalk, director

Absent: Nancy Liston

Members of the Public: Ron Eberhardt, Dennis Girouard, Cindy Heath, Clint Swift, Bonnie Swift, Margaret Drye, Virginia Drye, Bev Widger

7:19 pm Call to Order – Trustees and Absent: Nancy Liston

7:15 – 7:20 pm Roll Call, approval of agenda

Suzanne made a motion that public comment be limited to public comment section of meeting. Emily seconded, all voted in favor.

7:20 pm Announce: Non-public session announcement (RSA 91-A:3) 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.

7:20 pm – 7:35 pm Public Comment – Questions about changing/shortening hours. Comments on Ruth Stalker’s retirement celebration. Question about credit card for Nancy Norwalk.

7:35 – 7:45 Friends Group Reports – update from Cindy Heath about fundraising.

7:45 – 7:55 pm Approval of minutes of previous meetings

12.14.2015 meeting – Emily made a motion to approve. Mark seconded. All voted in favor.

12.23.2015 Donation hearing – Emily made a motion to accept. Anita seconded. Emily, Anita, and Suzanne voted in favor. Mark abstained.

1.19.2016 meeting – Mark moved to accept the 1.19 minutes with corrected date. Emily seconded. Emily, Suzanne, and Mark voted in favor. Anita abstained.

Correspondence

- a. PRML: Donation of \$100 in memory of Al Grindle. Donation from PRML Friends Group of \$5000 to be used for baseboards and trim work estimated for \$3,000. The remainder would go towards an AV system. Mark made a motion to accept the donation. Anita seconded. All voted in favor.
- b. Written correspondence

7:55 pm – 8:25 pm

Reports

- A. Library Directors – Anita made a motion to accept the directors reports. Mark seconded. All voted in favor.
- B. Financial – Mark noted that the town passed a 2.5% increase instead of 2% budgeted. The board discussed having the finance working group decide how to reconcile the budget with the town raise level as well as address change in number of hours. Dennis requested that the board make a motion from the floor at town meeting to increase PRML’s hours back to 26. The board noted that the budget it already up 10% and there would be the same number of hours at each library. The board also noted that usage metrics are roughly the same at both libraries and questioned why one library should be open more than the other given those metrics. The board noted that any member of the public could make a motion from the floor at town meeting to increase the budget. Emily made motion to accept financial report. Anita seconded. All voted in favor.
- C. Working Groups
 - a. Policy - ADA Policy, 2nd read – Emily made a motion to approve the seconded reading with amendments. Anita seconded. All voted in favor.
 - b. Code of Ethics for Trustees – first read – Anita made a motion to approve the first reading with changes. Mark seconded. All vote in favor. The board plans to do a first read of a Library Directors code of ethics at the next meeting.
 - c. Meeting room policy will be discuss in the next meeting, hopefully with a first reading.
 - d. Bylaws will be discussed during the next meeting, hopefully with a first reading.

8:25 pm – 8:55 pm

Specific Items

- A. Special Collections Naming –Emily made a motion to name the special collections section of PRML in honor or Nancy Norwalk. Suzanne seconded . All voted in favor. The board noted that the naming is a testament to the number of years Nancy Norwalk has worked and the impact she has had on the library.
- B. Organization structure planning – The board received a request from Nancy Liston to be entered on her behalf. Suzanne made a motion to appoint Nancy Liston to research and propose an organizational structure for the Plainfield Public libraries to be presented and discussed with the public at a future meeting. Anita seconded. All voted in favor.
- C. KUA/Post Office Update
- D. Survey Results. The board will discuss posting the results online at the next meeting. The board thanked the volunteers for their hard work creating the survey and compiling the results.
- E. Staff Reviews – Directors will review library aides by the end of April.

8:45 pm

Go into Non-public session announcement (RSA 91-A:3, II(c)) , if necessary or Adjourn

Anita made a motion to go into nonpublic session (RSA 91-A:3, II(c)). Mark seconded.

Roll Call vote:

Emily Sands – yes

Mark Pensgen – yes

Anita Brown – Yes

Suzanne Spencer – Yes

Public session reconvened at 9:39 pm

Anita made a motion to seal the minutes from the nonpublic session. Emily seconded.

Roll Call vote:

Emily Sands – yes

Mark Pensgen – yes

Anita Brown – Yes

Suzanne Spencer – Yes

Mark made a motion to adjourn the public meeting . All voted in favor.

Adjournment at 9:39 pm.

Attachments:

Financial Reports [2]

Directors Reports [2]

Friend of PRML Donation Request for Trustee Acceptance [1]

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

January 19, 2016; 7:00 pm; Meriden Library

Both Libraries Featured

Present: Nancy Liston, Suzanne Spencer, Mark Pensgen, Emily Sands (phone), Nancy Norwalk, director, Mary King, director

12:01 pm Call to Order – Trustees and Directors

Nancy Liston made a motion to add discussion of a code of ethics for trustees and director. Suzanne Seconded the motion. All voted in favor. Nancy Liston made a motion to add discussion about possible trustee fundraising efforts as done at the Windsor Library . Suzanne Seconded. All voted in favor. Nancy Liston made a motion to accept the agenda as amended, Emily seconded. All voted in favor.

12:01 pm Roll Call, approval of agenda

12:01 pm Announce: Non-public session announcement (RSA 91 A:3) 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.

Items:

Town Reports – The trustees and directors discussed having 2015 data in a table, with registered user data in the narrative because the data is not consistent between the libraries. The trustees agreed that 2014 will be next to 2015 data in the table.

Review Update

Code of Ethics – discussion of adopting a trustee and director code of ethics. The Policy working group plans to meet before the February meeting.

Discussion of trustees directly raising money for the libraries. Concerns were raised about raising funds for a public entities. We could look into it in the future if we see a compelling reason.

1:06 Suzanne made a motion to adjourn. Nancy Liston seconded. All voted in favor.