

Board of Trustees, Plainfield Town Libraries
Minutes of January 22, 2018 Meeting
Philip Read Memorial Library

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

Call to Order by Suzanne Spencer – 7:00 p.m.

Approval of Agenda:

Nancy Liston requested addition of report *re*: PRML Friends group request
Town Manager Stephan Halleran requested that Meriden Library Building
Committee and Warrant Article discussion be moved forward in agenda, to
follow Public Comment. Suzanne Spencer moved to amend as requested,
seconded Nancy Liston. Roll call: Suzanne Spencer, Emily Sands, Nancy
Liston, Jean Strong, Richard Davidson voted ‘aye’ – motion passed
unanimously.

Non-public session announcement (RSA 91-A-3) – (a) The dismissal, promotion, or
compensation of any public employee or the disciplining of such employee,
or 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 – none

Special Projects – Meriden Library Building Committee

Town Manager Stephen Halleran, representing Building Committee, discussed
progress and details concerning Warrant Article 7¹. The Article creates the
Meriden Library Building Fund, approving “a green light for moving ahead
with Meriden Library project.” Vote would get a sense of the town before
spending more time. Nancy Liston suggested that handicapped wording be
included. Suzanne Spencer moved, Emily Sands seconded,
“that the Board formally support 2018 Warrant Article to raise \$25,000 for
Library Replacement Fund.” Roll call: Suzanne Spencer, Emily Sands, Nancy Liston,
Jean Strong, Richard Davidson voted ‘aye’ – motion passed unanimously.

Administration –

RTK Update: Suzanne reported we are in compliance with 1/18 change in law
to post location of meeting warnings and location of meeting minutes on Town

¹ To see if the town will vote to establish, pursuant to RSA 35:1, a capital reserve fund to be
called the Meriden Library Building Fund and to raise and appropriate the sum of **\$25,000**
to be placed in this fund. Said purpose of the fund is for the renovation and/or replacement
of the Meriden Library Building. Further, to name the Selectboard as agents to expend.

website. Town Manager Steve Halleran concurred.

Approval of Minutes –

11/6/17 Regular Meeting – Suzanne Spencer requested time to review Minutes before voting to approve.

11/20 Budget Meeting minutes – Suzanne Spencer moved to approve, Emily Sands seconded. Roll call: Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ – motion passed unanimously.

Donations: Mary King noted that since last meeting, 3 donations made to PRML totaling \$625.00. Mary guided Board through her needs list:

Custodial service – Mary recommended Nathan Borden. Emily Sands moved to approve, Nancy Liston seconded. Roll call: Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ – unanimous approval.

MK recommended Chuck McAndrew’s proposal for website development. Nancy Liston moved to approve, Suzanne seconded.

Roll call: Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ – motion passed unanimously.

Mary would like to see logo developed for Plainfield libraries.

She made a request to fill need for static IP address with Comcast, @ \$20.00 per each library. Richard Davidson moved to authorize the funds to address this request. Nancy Liston seconded. Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ - unanimous approval.

Mary concluded her presentation with a request that the Policy Committee establish policy and future guidance for the special collections.

Friends of PRML – Suzanne Spencer: motion to request that Friends of PRML provide MOU by Jan. 31, 2018. Seconded Nancy Liston. Roll Call: Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ - Unanimous approval.

Finance - Emily Sands reported that the audit is almost complete, and that there will be a PRML donation account.

Cornish Update – Discussion of status of Trustee request to Cornish Library Trustees for annual donation. Mary King will contact Cornish Library Board Chair to clarify.

Public Comment –

Bonnie Swift presented her opinion that in public posting places there needs to be consideration of the handicapped. A Select Board issue?

Nancy Norwalk inquired about absence of Board Minutes from town webpage. Secretary of Library Board will look into this to rectify omission.

8:26 – Nancy Liston moved to adjourn the meeting. Emily Sands seconded. Unanimous.

Respectfully submitted,

Richard B. Davidson, Secretary

Plainfield Library Board of Trustees
Meriden Library
Minutes of February 12, 2018, Meeting

7:00 p.m. – Approval of Agenda: Motion to approve, Emily Sands; 2nd Nancy Liston.
Approval unanimous.

Non-public session announcement (RSA91-A:3) – (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him or her, unless the employee affected (1) has the 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 request an open meeting.

Public Comment – none

Special Topic – MOU discussion. Friends of PRML presentation *in re*: present draft of proposed MOU. Suzanne Spencer said that the Board met with legal counsel and came to the conclusion that the changes in the PRML Friends’ articles of agreement and by laws are substantial enough that the Trustees cannot sign the PRML Friends’ proposed MOU. Suzanne asked if any trustees wanted to make a motion to adopt the PRML Friends’ proposed MOU. No one made a motion. The Board stated that without an MOU, the trustees will follow guidance of the Friends’ policy. The Board noted that it could continue to include the PRML Friends in strategic planning and a wish list.

Administration –

Correspondence - The Board received an email from Cindy Heath with the PRML Friends’ proposed MOU and accompanying documents. The Board also received a request from Cindy to call into the meeting, which the Board accommodated. Suzanne received an email from Cindy Heath, which she forwarded to the Board and put in public correspondence file, asking why Suzanne had not responded to anything other than informational and meeting accommodation requests because of a private conversation in June, 2016. She said that she mailed Cindy then, stating that she would only have conversations with her about Board business during public Board meetings, and has kept to this decision as Chair to help protect against any accusation that she might be making Board decisions outside public meetings; she also raised concern that requests for private discussions, including serial private conversations with Board members, were being requested by a leader of an organization whose

leadership has made numerous complaints about Board transparency and encouraged the Friends to have discussions with trustees during public Board meetings.

Emily Sands spoke in support of Suzanne's concern. She said that while she was Chair, she found that her comments in private conversations were sometimes misrepresented, and that at some point she chose to keep such conversations within public meetings, that she preferred to keep conversations in public meetings lest there be any misrepresentation.

The Board recorded _____ email requesting phone meeting, along with letter from Cornish Library Board declining request for formal annual donation to PRML, and noted correspondence to be assigned to the Town's Correspondence File.

Approval of Minutes – The Board noted Emily Sands' report of not having received Minutes of 11/6/17 meeting. Suzanne noted that protocol requires addition to draft of 1/22/18 Minutes: to note that she was calling in by phone, and stating the reason for doing so. Motion to approve 1/22/18 Minutes therefore tabled.

Donations – none to report at present

Other – Concerning dates for future Board meetings, Nancy Liston moved and Suzanne Spencer seconded that proposed 6/18/18 meeting be re-scheduled to 6/11/18. Approval unanimous.

Reports-

Director's Report: Mary King reported that especially severe weather no doubt contributed to decrease in visits to both libraries, and on UV Librarian meeting. Mary alerted Board to likely 30% increase in fee for downloadables. Nancy Liston noted the very successful 'Soup&Good Book' event sponsored by Meriden Library, and expressed thanks to all who organized it. Suzanne expressed gratitude for online access to *NYTimes*.

Finance-

Emily Sands reported possible issue (c.\$150) with the encumbered fund. While the oil bill in this severe winter has been predictably high, Emily noted fortuitous decision to lock in oil price @ \$2.09. Emily's Board term will end in March; she offered her service in keeping the books during transition to work of new Board Treasurer. Nancy Liston observed that it is "Time to thank you," a sentiment vigorously shared by Board colleagues.

Special Projects-

Cornish update: Trustees of the Cornish Library declined fund request,

would like to have Cornish Library used by residents. There will be \$40.00 *per annum* check-out fee for out-of-town PRML users. Suzanne Spencer moved, Nancy Liston seconded, motion to draft and send letter to Cornish residents who are users of PRML.

Public Comment-

Bev Widger reminded of The Miller Fund, which might support anyone for whom the \$40.00 fee is overly onerous.

Noted that as policy matter there has been and can continue to be membership as response to significant gift to PRML.

Adjournment-

At 7:59 Suzanne Spencer moved to adjourn, Emily Sands 2nd. Unanimous.

Respectfully submitted,

Richard Davidson, Secretary