

Plainfield Public Libraries  
April 6, 2015  
Minutes

**DRAFT**

Attending: Suzanne Spencer, Nancy Liston, Emily Sands and Anita Brown, Nancy Norwalk (PRML director) and Mary King (ML director)

Absent: Mark Pensgen

Suzanne called the meeting to order and made mention that there would be no non-public meeting.

No public comment.

Approval of minutes for February 2015

Nancy L noted that during the discussion on the Strategic Basement Plan she wanted to be sure she heard correctly that the Friends of PRML would not object to whatever plan was agreed upon. Dennis concurred.

Nancy L made motion to approve the amended minutes; Anita seconded. Vote was affirmative; Emily abstained.

Election of New Officers, Working Groups and Liaison Appointments

*Election of New Officers*

Suzanne asked if there were nominations from anyone. Though absent, Mark affirmed that he would be willing to continue as treasurer.

The slate is as follows:

Chair—Suzanne Spencer

Vice Chair—Nancy Liston

Treasurer—Mark Pensgen

Secretary—Anita Brown

Nancy L made a motion to accept the slate; Emily seconded. Vote: Suzanne—yes; Nancy L—yes; Emily—yes; Anita—yes. Passed unanimously.

*Working Groups and Liaison Appointments*

Human Resources—Suzanne Spencer and Anita Brown

Facilities—Suzanne Spencer (ML) and Anita Brown (PRML)

Financial—Mark Pensgen and Emily Sands

Technology—Mark Pensgen and Nancy Liston

Policy—Nancy Liston and Emily Sands

Friends' Liaisons—Nancy Liston (PRML) and Emily Sands (ML)

No vote needed.

Meeting calendar: Second Monday of each month

May 11; June 8; July 13 and August 10; others TBD

Since we are working on a strategic plan, the idea of meeting possibly meeting at other libraries was brought up. After some discussion, this idea was put on hold for further discussion. Suzanne to check on legal issue of meeting out of town.

#### Correspondence

Emails received from (1) Lee & Betty Walker, (2) Bev Widger and (3) Steve Halleran. Halleran's email included a letter received from the town attorney Barry Schuster regarding the PRML basement egress issue. There will be no compensation from Weller & Michel.

Emails will be printed out and put in a folder/binder in each library.

Mary King received a letter from Howe Library mentioning that the Evergreen system was changing to a cloud based server. We should not see any interruptions. The letter also stated that there would be an increase in costs for Plainfield in both 2016 and 2017. The costs are based on the number of records in the system. The maintenance costs will go from \$800 to \$1000.

#### Donations

Mary reported that Meriden Library received memorial gifts of \$620 in the name of Greg Estey. Lori and Gavin would like to see the money spent on materials. Also received another \$50 memorial gift on behalf of Henry Beck. A letter and check in the amount of \$50K from Stebbins & Bradley to the Meriden Library stating it was a bequest on behalf of Fred Cushing to enhance the Meriden Library. The May 11 meeting will be warned as a public meeting to accept the check.

Nancy L wanted to acknowledge Bev W's and Cindy Heath's efforts on obtaining furniture from Mascoma Savings Bank and Hypotherm. Furniture from Hypotherm has no stipulations. Once we determine what we can use, we can sell or donate the rest.

#### Reports

Directors' Reports:

PRML—VCR tapes should show a decrease; however, the Evergreen report shows that there are 579 VHS tapes in the system currently. Nancy L requested a report by April 20 on exactly what 25% of the collection was purged to compare with what Evergreen has on file.

Nancy L made a motion that the directors' annual reports to the town be approved by the PPL Board before going to the town office. Emily seconded. Vote: Passed.

Nancy L made a motion to approve the directors' reports; Emily seconded. Vote: Passed.

Financial:

Mark's report arrived in time for meeting. However, since he was not there to give a narrative and still early in the year, there was no discussion.

Working Groups:

Policies—Nancy L will share the list with Emily and determine which policies need to be addressed. The next policy to work on will be the friends of the library.

By-Laws—Discuss at next meeting

Automation and Weeding at PRML

Discussion centered on the list of brief records for October 2014 through March 2015, which Mary needs to go through and update. After much back and forth, Nancy N will send lists to Mary on Wednesday, April 8. Nancy L requested a weekly report to the PPL Board on progress.

PRML Basement Task Force

Cindy H presented the findings of the task force. The two scenarios presented will be discussed and voted on at the May meeting.

Strategic Plan Survey

Anita reported that the survey has a few more tweaks and will then send to the directors for their comments.

Meeting adjourned at ~9:45pm