

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

Draft 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 Penge 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 – SS made a motion to move correspondence from public 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](mailto:Nancy.Liston@Plainfieldlibraries.org).