

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 20, 2016, 12 pm; Meriden Library

Draft 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.