

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 6, 2016; Meriden Library

7:00 PM

Draft 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 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 Nugget 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 make sure 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 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 [1]

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

From: **Mark Pensgen** <mark.pensgen@plainfieldlibraries.org>
Date: Mon, Jun 6, 2016 at 1:26 PM
Subject: Hiring of New Director
To: Emily Sands <Emily.sands@plainfieldlibraries.org>

Emily,

As you know, I am unable to attend the meeting tonight so I am writing this email to give you my thoughts regarding which of the candidates I would choose for the new Library Director position.

I was pleased the level of interest in the position and with the fact that there were well qualified candidates.

After careful consideration of the qualifications of the candidates and the requirements of the position, I believe that Mary King is the most qualified to fill the role and therefore is the person I would vote for to assume the position.

I believe that she has the requisite experience and knowledge of the systems, community and history of the libraries to build upon the strengths of each library.

I believe that Mary will be able to help us to move toward our primary goal of enabling the creation of a Town of Plainfield Library **system** which delivers high quality services to our patrons through each of the libraries.

Mark Pensgen

Meriden Library
Director's Report
April & May 2016

Closed Monday, May 30 Memorial Day

Programs

Story Time 4/7,14,21,28 5/5,12,19,26

Game Time 4/11, 18, 25, 5/2, 9

Book Group 4/19, 5/17

Special Programs

On Tuesday, April 5 the Friends of the Meriden Library held their annual *Evening of Poetry* at the Meriden Town Office. 7 adults attended.

The Plainfield Public Libraries kicked-off our *1,000 Books Before Kindergarten* program on Saturday, April 23. At the Meriden Library, Plainfield Elementary School kindergarten teacher, Jen Lizotte, read stories and there were crafts for the children. 7 adults and 10 children (7 families) attended. A tote bag with a new book and materials to track their reading was given to each family. The Friends of the Meriden Library generously funded all of the materials for our program.

In April there were 2 after-school programs. Celia Barnett and Sarah Lappin led an origami program that 8 children attended. Brad Thompson and I held, *Under the Microscope*, on Tuesday, April 26. 3 students attended.

Activities

I spent 4 hours on System Administrator duties, running reports and correcting duplicate records.

Meetings

I attended the first meeting of the Meriden Library/Meriden Village Study Group on Wednesday, May 18.

On Tuesday, May 24, I attended a Regional Collection Development meeting at the Kilton Library.

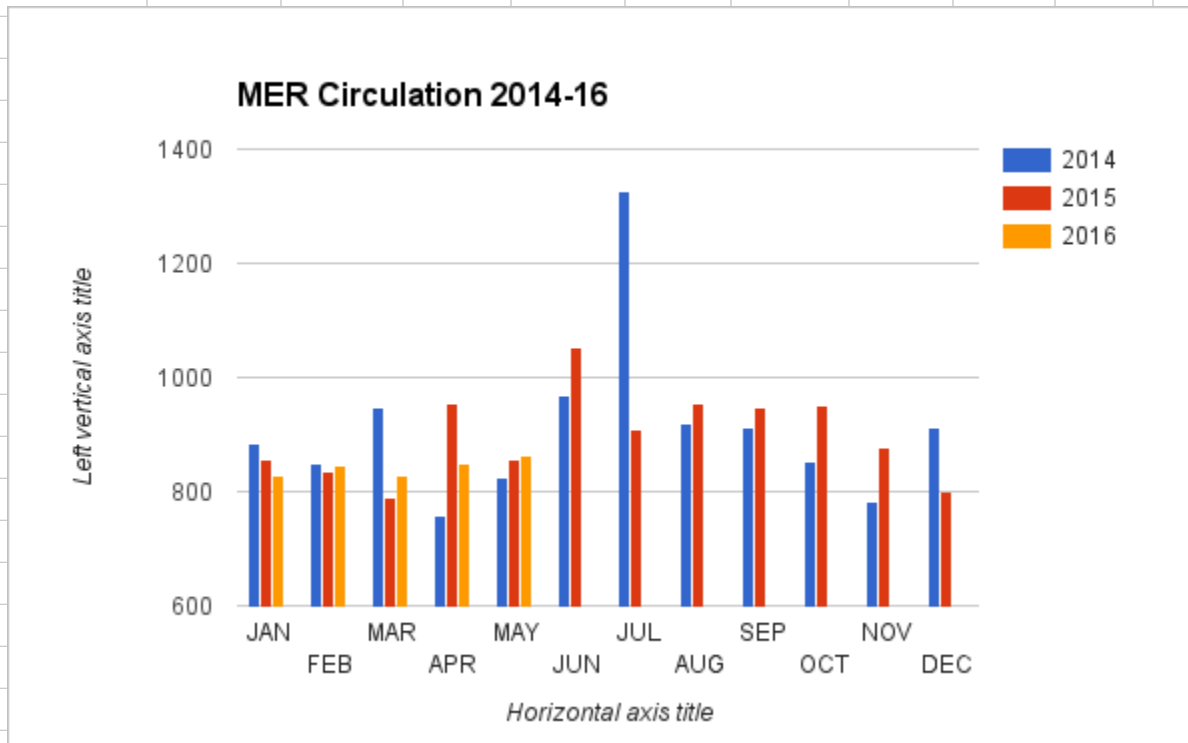
Facilities

Joanna Sharf of Emily Electric visited the library to assess our request for better outdoor lighting at the side entrance and replacing a timer for the front door lights. When she is able to fit us into her schedule she will install a motion sensor light and replace the timer.

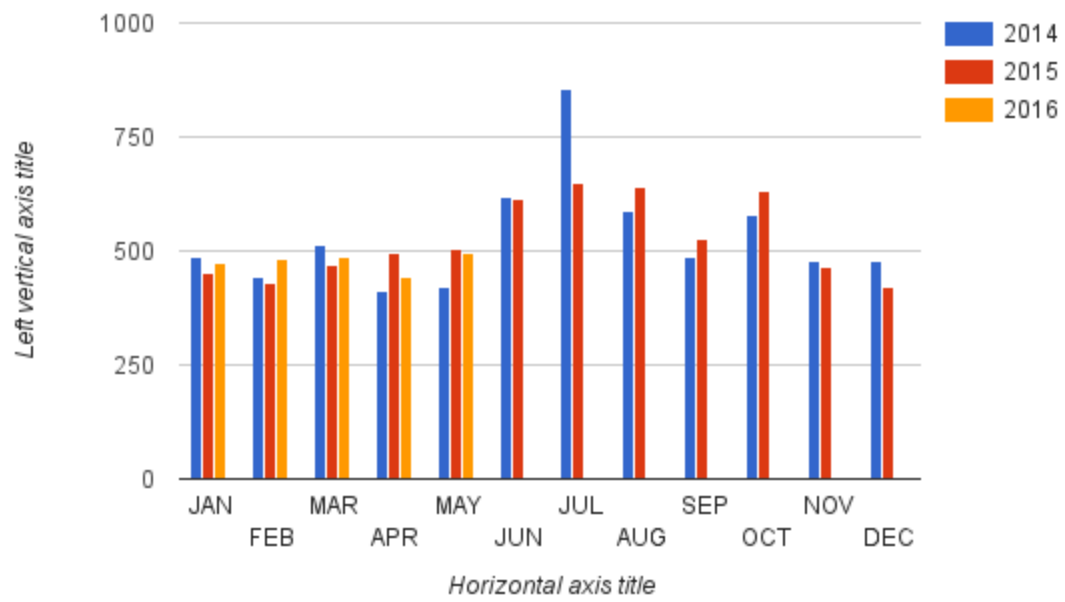
Plainfield Libraries
Meriden P&L Budget vs. Actual
YTD 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	842.55	3,005.00	-2,162.45
Appropriation - Operations	4,000.00	18,648.00	-14,648.00
Appropriation - Salary	11,013.83	39,577.00	-28,563.17
Total Town Appropriation	<u>15,856.38</u>	<u>61,230.00</u>	<u>-45,373.62</u>
Trust Fund Income	360.00	700.00	-340.00
Gifts	50.00		
Interest Income			
Interest - Checking	0.41		
Interest - Savings	10.17	10.00	0.17
Total Interest Income	<u>10.58</u>	<u>10.00</u>	<u>0.58</u>
Total Income	<u>16,276.96</u>	<u>61,940.00</u>	<u>-45,663.04</u>
Expense			
Legal Expense	19.99		
Salaries	11,013.83	39,577.00	-28,563.17
FICA	842.55	3,005.00	-2,162.45
Library Materials			
Audio/Visual	250.45		
Books & Magazines	415.29		
Library Materials - Other	1,327.56	8,000.00	-6,672.44
Total Library Materials	<u>1,993.30</u>	<u>8,000.00</u>	<u>-6,006.70</u>
Telephone	302.35	540.00	-237.65
Electricity	604.52	1,700.00	-1,095.48
Fuel Oil	1,111.08	1,768.00	-656.92
Water/Sewer	200.00	500.00	-300.00
Supplies	135.46	800.00	-664.54
Postage	0.00	250.00	-250.00
Professional Activities	45.00	300.00	-255.00
Programs	265.11	400.00	-134.89
Furniture/Equipment	47.48	100.00	-52.52
Maintenance	500.00	1,800.00	-1,300.00
Automation/Cataloging	0.00	1,000.00	-1,000.00
Computer/Software	0.00	1,800.00	-1,800.00
Misc Expense	8.97	100.00	-91.03
Total Expense	<u>17,089.64</u>	<u>61,640.00</u>	<u>-44,550.36</u>
Net Ordinary Income	<u>-812.68</u>	<u>300.00</u>	<u>-1,112.68</u>
Net Income	<u>-812.68</u>	<u>300.00</u>	<u>-1,112.68</u>

Circulation	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2014	883	849	948	758	826	967	1328	921	914	853	781	912	
2015	857	834	789	956	855	1053	908	954	948	951	878	801	
2016	829	845	827	848	864								
Visits	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2014	485	443	513	412	420	618	857	586	486	580	478	478	6356
2015	452	428	468	494	506	613	647	639	526	633	464	421	6291
2016	474	484	486	443	496								



MER Visits 2014-15



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	883.64	3,206.00	-2,322.36
Appropriation - Operations	6,659.07	27,528.00	-20,868.93
Appropriation - Salary	11,551.01	42,214.00	-30,662.99
Total Town Appropriation	19,093.72	72,948.00	-53,854.28
Trust Fund Income	1,035.00	2,000.00	-965.00
Gifts	690.00		
Fines	157.05		
Grants	270.00		
Interest Income			
Interest - Savings	0.52		
Total Interest Income	0.52		
Total Income	21,246.29	74,948.00	-53,701.71
Expense			
Salaries	11,551.01	42,114.00	-30,562.99
FICA	883.64	3,206.00	-2,322.36
Library Materials			
Audio/Visual	194.14	0.00	194.14
Books & Magazines	386.64		
Library Materials - Other	1,723.21	9,200.00	-7,476.79
Total Library Materials	2,303.99	9,200.00	-6,896.01
Telephone	563.22	1,200.00	-636.78
Electricity	1,332.62	3,000.00	-1,667.38
Fuel Oil	3,228.85	3,978.00	-749.15
Water/Sewer	97.60	300.00	-202.40
Supplies	577.15	1,500.00	-922.85
Postage	44.01	250.00	-205.99
Professional Activities	912.25	300.00	612.25
Programs	156.79	600.00	-443.21
Furniture/Equipment	101.86	950.00	-848.14
Elevator	625.98	1,700.00	-1,074.02
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	22,846.43	74,548.00	-51,701.57
Net Ordinary Income	-1,600.14	400.00	-2,000.14
Net Income	-1,600.14	400.00	-2,000.14

**TITLE XVI
LIBRARIES**

**CHAPTER 202-A
PUBLIC LIBRARIES**

Section 202-A:6

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, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town. Any town having a public library shall, at a duly warned town meeting, elect a board of library trustees consisting of any odd number of persons which the town may decide to elect. Such trustees shall serve staggered 3-year terms or until their successors are elected and qualified. There may be no more than 3 alternates as provided in RSA 202-A:10.

Source. 1917, 59:1. PL 10:52. RL 15:55. RSA 202:6. 1963, 46:1. 1987, 89:1. 2000, 9:2, eff. April 16, 2000.

6 June 2016

Nancy, you have been the Director of the Philip Read Memorial Library since 1978. You have led the Plainfield community through a tireless effort to expand the Philip Read library and had the foresight to plan for handicap accessibility. The final result of that effort is reflected every day in the beautiful Philip Read Library building. It was your vision, ambition, and energy that made this happen. The town, the library patrons, and the current and past trustees thank you for the initiative you brought to bear.

You are a tireless force and an outspoken leader when it comes to bringing library service to the community.

Nancy, separate but related is the role you play in preserving the history of Plainfield, the Cornish Colony, and Maxfield Parrish. Your personal knowledge is invaluable and recognized by historians, genealogists, and writers. Your interest in providing this as your legacy was reflected in the writing and editing of Choice White Pines and Good Land, which is the Plainfield town history. What an important accomplishment that is!

You have been honored with the 2012 Stephen H. Taylor Community Service Award for numerous contributions to the town of Plainfield including co-chair of the Maxfield Parrish Stage Set Preservation Committee, archivist of the Plainfield Historical Society, member of the Town Hall Renovation Committee, and member of original master plan committee. A well deserved honor.

Nancy- you have gone the next extra mile for thousands of library patrons over multiple generations. Your ability to find and present library programming on a limited budget is a tribute to your Yankee ingenuity and creativity.

Your willingness to establish the Special Collection in its new home in the Philip Read Library addition will provide a lasting tribute to your career as director of the Philip Read library. We hope you take great pride in the fact that the Special Collections room will be named in your honor and serve as a lasting tribute to your hard work over 40 years.

The Plainfield Library Trustees on behalf of the Town of Plainfield, sincerely thank you for all your efforts as does the community at large.