

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

July 11, 2016; Phillip Read Memorial Library

7:15 PM

Draft minutes

7:17 pm Roll call, approval of agenda –Suzanne made a motion to approve the agenda as amended to discuss the MOU. Jean 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.

Public Comment – Bonnie Swift asked where the board policies are kept. The board said that they are stored in each library. Clint Swift requested that that vote on accepting anonymous correspondence become policy. The board said they would take it under advisement.

Friends Group Updates

- A. Meriden Friends
- B. PRML Friends

Discussed AV system. Mark and Cindy will have a separate meeting to go over the accounting to make sure that there are funds.

Emily made a motion to authorize Mark to enter into a contract on behalf of the board for the AV system based on acceptance of the contract and the availability of funds. Jean Seconded. All voted in favor.

Suzanne made a motion to authorize Jean Strong, Mary King, Cindy Heath, Nancy Norwalk to get cost estimates for staff desk and shelving, kitchen cabinets, hanging art system. Mark seconded. All voted in favor.

Suzanne said that all subcommittee meetings need to be publicly warned.

The board discussed finishing electrical and phone wiring. Mary will get an estimate for electrical work.

Emily made a motion that the trustees accept up to \$4999 to be used towards the purchase of AV equipment, staff desk, and shelving art hanging system, shelving. Mark Seconded. All voted in favor.

Request for permission to install battery operated lights in shed – Emily made a motion to install battery operated lights in the shed after proper due diligence. Jean seconded. All voted in favor.

Suzanne discussed went over the history of action taken by the board and the friends group regarding the MOU. She noted that if the PRML friends group doesn't sign an MOU, then the board's relationship with the friends group becomes a first amendment issue in that the friends are entitled to

use the library to the same extent as any other organization, but the board does not need to give them any additional access. Suzanne noted that boundary issues with Friends groups are common, which is why the American Library Association drafted the MOU and recommends its adoption. Mark noted that the MOU relates to broader issues about which group runs the libraries, and that while the boundary issues with the PRML friends are improving, they have continued, and as an example he raised concerns about the friends applying for grants without board input, and that if the board doesn't approve the projects, the money may have to be returned. A question was raised about having a different agreement with the PRML friends than the Meriden Friends, but the board said that it would not have two different agreements, and the window of opportunity for making changes was last fall and the PRML friends voted unanimously to not discuss it.

#### Administration

- A. Approval of May Minutes (5/16 and 5/17) - Emily made a motion to approve the May 16 & 17. Mark seconded. All voted in favor.
- B. Approval of June Minutes (6/6 and 6/20) Emily made a motion to approve the minutes for June as amended and to include the tribute to Nancy Norwalk as an attachment. Mark Seconded. All voted in favor.
- C. Correspondence – Diane Rogers, Maria Guzman, Clint Swift
- D. Donations
- E. Need to update town information regarding Titles (Pensgen)

#### Reports

- A. Directors (King)
  - a. Update on transition
- B. Financial (Pensgen) -
- C. Working Groups
  - a. Policies – Volunteers Policy, 1<sup>st</sup> Read (Spencer). Emily made a motion to accept the first reading. Mark Seconded. All voted in favor. Suzanne will look into town workers comp coverage for volunteers.

#### Projects

- A. Update on hiring
  - a. Update on applications for advertised positions – Mary has to date received 13 applications for possibly 4 positions and is conducting interviews. She does not ready to bring any candidates to the board but may want to in the next two weeks.
  - b. Discussion of compensation for probationary period – Emily moved to authorize mark to establish the probationary pay rates for new employees at a rate 10% less than the rate they will be paid in 90 days. Suzanne Seconded. All voted in favor.
- B. Facilities
  - a. Town of Plainfield Facilities Manager
  - b. Looking at oil prices for 2016-2017
- C. Potential invitation to NH State Librarian Michael York (Spencer) - Suzanne made a motion to invite Michael York to our September meeting (September 12). Mark Pengen seconded. All voted in favor.

9:23 Suzanne made a motion to adjourn. Emily seconded. All voted in favor.

Attachments:

Directors Reports [2]

Financial Reports [2]

Meriden Library  
Director's Report  
June 2016

**Programs**

Story Time 6/2, 9, 16, 23, 30  
Book Group 6/28

**Special Programs**

The collaborative summer reading theme for 2016 is ON YOUR MARK, GET SET .....READ. We kicked-off the program with, "Opening Games", held on Thursday, June 16. It was an open house format from 4-6pm with outdoor games and refreshments. 10 adults and 13 children attended. On Thursday, June 23 there was a special Story Time with guest Steve Blunt. Steve performed a special music and movement program for young children. On Thursday, June 30, Circus Zambia performed on the lawn of the Meriden Library. This was a very well attended program with a rough count of 245 individuals. Both Steve Blunt and Circus Zambia were sponsored by the Friends of the Meriden Library.

**Activities**

On Friday, June 24, I met with Cindy Heath so that she could provide background and an update on current projects of the Friends of the Philip Read Memorial Library. On Thursday, June 30, I met with Nancy Norwalk to do transition planning and to develop a schedule of coverage at PRML.

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

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation - FICA	1,297.08	3,005.00	-1,707.92
Appropriation - Operations	7,500.00	18,648.00	-11,148.00
Appropriation - Salary	16,955.56	39,577.00	-22,621.44
<b>Total Town Appropriation</b>	25,752.64	61,230.00	-35,477.36
<b>Trust Fund Income</b>	360.00	700.00	-340.00
<b>Gifts</b>	50.00		
<b>Interest Income</b>			
Interest - Checking	0.56		
Interest - Savings	10.17	10.00	0.17
<b>Total Interest Income</b>	10.73	10.00	0.73
<b>Misc Income</b>	65.00		
<b>Total Income</b>	26,238.37	61,940.00	-35,701.63
<b>Expense</b>			
<b>Salaries</b>	16,955.56	39,577.00	-22,621.44
<b>FICA</b>	1,297.08	3,005.00	-1,707.92
<b>Library Materials</b>			
Audio/Visual	320.45		
Books & Magazines	678.10		
Library Materials - Other	2,121.68	8,000.00	-5,878.32
<b>Total Library Materials</b>	3,120.23	8,000.00	-4,879.77
<b>Telephone</b>	303.87	540.00	-236.13
<b>Electricity</b>	688.30	1,700.00	-1,011.70
<b>Fuel Oil</b>	1,111.08	1,768.00	-656.92
<b>Water/Sewer</b>	300.00	500.00	-200.00
<b>Supplies</b>	155.61	800.00	-644.39
<b>Postage</b>	0.00	250.00	-250.00
<b>Professional Activities</b>	45.00	300.00	-255.00
<b>Programs</b>	311.02	400.00	-88.98
<b>Furniture/Equipment</b>	47.48	100.00	-52.52
<b>Maintenance</b>	600.00	1,800.00	-1,200.00
<b>Automation/Cataloging</b>	0.00	1,000.00	-1,000.00
<b>Computer/Software</b>	419.25	1,800.00	-1,380.75
<b>Misc Expense</b>	8.97	100.00	-91.03
<b>Total Expense</b>	25,363.45	61,640.00	-36,276.55
<b>Net Ordinary Income</b>	874.92	300.00	574.92
<b>Net Income</b>	<b>874.92</b>	<b>300.00</b>	<b>574.92</b>

**Plainfield Libraries  
 PRML P&L Budget vs. Actual  
 YTD 2016**

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation - FICA	1,372.04	3,206.00	-1,833.96
Appropriation - Operations	13,865.22	27,528.00	-13,662.78
Appropriation - Salary	17,935.23	42,214.00	-24,278.77
<b>Total Town Appropriation</b>	<u>33,172.49</u>	<u>72,948.00</u>	<u>-39,775.51</u>
Trust Fund Income	1,035.00	2,000.00	-965.00
Gifts	690.00		
Fines	157.05		
Grants	270.00		
<b>Interest Income</b>			
Interest - Savings	0.62		
<b>Total Interest Income</b>	<u>0.62</u>		
<b>Total Income</b>	<u>35,325.16</u>	<u>74,948.00</u>	<u>-39,622.84</u>
<b>Expense</b>			
Salaries	17,935.23	42,114.00	-24,178.77
FICA	1,372.04	3,206.00	-1,833.96
<b>Library Materials</b>			
Audio/Visual	194.14	0.00	194.14
Books & Magazines	1,336.72		
Library Materials - Other	2,223.38	9,200.00	-6,976.62
<b>Total Library Materials</b>	<u>3,754.24</u>	<u>9,200.00</u>	<u>-5,445.76</u>
Telephone	676.10	1,200.00	-523.90
Electricity	1,571.59	3,000.00	-1,428.41
Fuel Oil	3,442.04	3,978.00	-535.96
Water/Sewer	97.60	300.00	-202.40
Supplies	813.22	1,500.00	-686.78
Postage	47.41	250.00	-202.59
Professional Activities	912.25	300.00	612.25
Programs	156.79	600.00	-443.21
Furniture/Equipment	101.86	950.00	-848.14
Elevator	834.64	1,700.00	-865.36
Maintenance	1,168.21	3,350.00	-2,181.79
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
<b>Total Expense</b>	<u>32,883.22</u>	<u>74,548.00</u>	<u>-41,664.78</u>
<b>Net Ordinary Income</b>	<u>2,441.94</u>	<u>400.00</u>	<u>2,041.94</u>
<b>Net Income</b>	<u><u>2,441.94</u></u>	<u><u>400.00</u></u>	<u><u>2,041.94</u></u>

## **PHILIP READ MEMORIAL LIBRARY**

Director's Report  
July 2016  
Activities for June 2016

1. Programs – I held a full slate of programs in June.

The Knitting group has continued, but may stop and begin again in the fall.

The films directed and shown by Mandy Green were well-received. This program was well-attended and very enjoyable.

The YoYo program was very good. The weather was great, so the program was held outdoors.

Larry Wolkin held several acting classes at the library.

The summer children's plays have started and will finish in early August.

2. Maintenance – The bathrooms needed some work. Al replaced the broken toilet seat in the upstairs bathroom.

I purchased the paper towel/tissue holders for the downstairs bathroom. They will need to be installed. The fixtures were not added previously as the bathroom wasn't being used.

3. Downstairs – The bookcases themselves have been installed in the Special Collection and Junior rooms. The shelves and doors on the Special Collection cases will be installed soon.

Over 200 people toured the library on the 4<sup>th</sup> of July, especially the downstairs. Everyone commented on how wonderful the library looked, what a great job we have done on the addition, and how great it is that we are almost finished.

4. Special Collection – Nancy Liston and I met with Reinhart Sonnenburg from Dartmouth to discuss data bases to use for cataloging. Reinhart could not help as he is not involved in this department. I talked with other contacts at Dartmouth. They also could not help as they have a different system and are not knowledgeable about public libraries. I talked with our state library consultant and received some information. I am investigating these systems and will also talk with other contacts I have.

5. Teen Room – I shopped around to find the furniture that the teenage group has chosen. Brown's Furniture has the chairs they picked. With a discount from the store, the memorial funds for Al Grindle donated to the library and the Friends, and a contribution from his family; we can purchase three of the chairs with a small amount remaining. The fourth chair, and the remaining amount, can be purchased from the library furnishings account. The group will choose the color shortly and the chairs can be ordered. Still needed is a low table and area rug.

Nancy Norwalk

News > Local-Regional (/News/Local-Regional/)

# Plainfield Libraries Will Have Sole Director

Saturday, June 11, 2016

Plainfield— For the first time in their long histories, Plainfield's two public libraries will share the same director.

Mary King, director of Meriden Library, has been selected by the Plainfield board of library trustees to also lead Philip Read Memorial Library, in Plainfield village. She will step into the newly created role on July 1.

What were formerly two part-time director positions have been reconfigured to become a single, also part-time job with more hours, Nancy Liston, library trustee, said last week. "The board just wanted to provide more coordinated services and cost savings" and better service for patrons.

King will be the first director of both libraries in the town, the board said in a news release.

With the community support she already has, the increased usage of Meriden Library during her tenure, her technological capabilities and her work "establishing our online catalog," King was "absolutely the best candidate," Liston said.

In a response to an email from the *Valley News*, King said she "is excited to work with the trustees to develop the new structure that will have the two village libraries working together as a system for the town of Plainfield."

King, who lives in Etna, is also a trustee of the Howe Library Corp.

At Philip Read Memorial Library, she will succeed former director Nancy Norwalk.

The combined directorship follows a similar change in board governance. The two libraries previously had separate boards, but in 2010 the town voted to create a single board.

The first library in the village of Meriden was incorporated in 1797, according to the town website. In Plainfield village, the first library was established in 1805.





Currently, both are funded by a combination of town appropriations, trust funds, fundraising and gifts.

— Aimee Caruso

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