

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

August 8, 2016; Meriden Library

7:00 PM

Draft Minutes

Present: Emily Sands, Nancy Liston, Mark Pensgen, Suzanne Spencer, Mary King, director

Absent: Jean Strong

7:09 Roll call

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.

Approval of agenda – request to move Admin and reports ahead of Friends

Suzanne made a motion to approve the agenda as amended. All voted in favor.

Public Comment, including clarification of public comment and the role of other (non-library) elected public officials. Any member of the public – elected or not – must be noted on the agenda to be able to be called on for comment outside of sections specifically stating public comment. However, the board can use anyone in the room as a resource and this is legally not considered public comment.

Administration

A. Approval of July Minutes (7/11)

- a. Proposed addition in public comment section to respond to request from Clint Swift: “Over 200 people toured the Philip Read Memorial Library on July 4, with special attention paid by most to the basement improvements. Positive comments were received.”
- b. Proposed change in wording related to MOU discussion to respond to request from Clint Swift: “A question was raised about having a different agreement with the PRML friends than the Meriden Friends, but the board discussion indicated that it would not have two different agreements, and the window of opportunity for making changes was last fall and the Board was informed that the PRML friends voted unanimously to not discuss it.”
- c. Requested attachment to 7/11 minutes by Andrea Keen: *Valley News* article announcing Mary King’s appointment as director.

Emily made a motion to approve the minutes from 7/11 with requested changes and attachment. Suzanne Seconded. Suzanne, Emily, and Mark voted in favor. Nancy Liston abstained.

Nancy Liston made a motion to accept the 7/22 minutes. Suzanne Seconded. Suzanne, Emily, and Nancy Liston voted in favor. Mark abstained.

- B. Upcoming meeting schedule: Sept. 12 (PRML) is set
 - October – 10/17 – PRML 7 pm
 - November 14 at Meriden
 - November Budget meeting in Meriden
 - December 12 at PRML
 - January 9 at Meriden

Emily made a motion to approve meeting dates. Mark seconded. All voted in favor.

- C. Correspondence – the board received correspondence from Diane Rogers, Clint Swift, Andrea Keen

Suzanne said that she had received emails from Bev Widger and Cindy Heath (one to a quorum but not the full board, the other not) after the last meeting regarding her comments during that meeting about the MOU, and she had not responded. Suzanne clarified that the board approved Option 1 of the Basement Task Force last September and the board has been fully committed to approving all donations and work towards that approval. She noted that the board has been receiving numerous additional donation and project approval requests, and these are not included in Option 1. She said that while these all may be valuable and worthy projects, the board is not required to approve any of them to fulfill its obligation for finishing the basement as approved last September.

Emily said that the number of additional requests has been overwhelming for the board.

Suzanne said that she received a request to delay discussion of the MOU until November. She said that while other trustees may not agree, she would be willing to put off discussion of the MOU until November if the trustees approved the following motion:

I make a motion that there will be no new working groups, task forces, or new projects with the PRML friends – this would except existing projects which include the av system, art rail, kitchen, electrical work, furnishings, Little Free Libraries, circulation desk, and plaques – until the approved MOU had been signed by the PRML Friends.

Emily said that while she found the fact that the PRML Friends have not signed the MOU to be extremely disappointing, she was not willing to tie future projects to an MOU at this time.

Mark suggested tabling the motion until later in the meeting after the Friends section. Suzanne rescinded her motion with the understanding that it would be discussed later in the meeting.

Mary said she received handwritten correspondence from a PRML parent. That will be added to the correspondence binder.

- D. Donations – no donations

Basement project

- A. Conversation with Brad Atwater regarding his role in completion of basement items - Mary will be a point of contact and Brad will help initiate contact with vendors, be present in meetings, review work, etc.

Mark made a motion to use Brad Atwater as Plainfield's facilities manager to complete basement and keep both buildings run smoothly and safely and plan for the future. Suzanne Seconded. All voted in favor.

- B. Update on items – Cindy Heath and Mary King – AV – there will be one more meeting with Brad before approval of a system, kitchen – Cindy received two estimate sketches with different specs provided by two different vendors – Nancy Liston asked Mary to bring selection to the next meeting. Update to the board on electrical, circulation desk, hardware for hanging art, Mary was not apprised of specs for circulation desk. She said that she had been unaware of the working group meeting for the kitchen and attended only because she was in the building and saw that it was happening. Jean did not attend at all.

Suzanne asked Cindy if the working group meeting regarding these basement items were publicly warned. Cindy said that it was not. Suzanne read from the minutes of the 7/11 meeting: “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.” She said because this was an official subcommittee of the board, any meetings should have been publicly warned (added note from the 7/11 minutes: “Suzanne said that all subcommittee meetings need to be publicly warned.”)

- C. Discussion regarding how donations are handled (signing contracts for projects before funds are in Library checking account). Suzanne made a motion that going forward, when the board votes to accept funds, it needs to receive funds within seven days. Contracts need to be between the board and the vendor as is already laid out in our policy. Nancy Liston seconded. All voted in favor.

Friends Group Updates

- A. Meriden Friends – no friends updates
- B. PRML Friends – Cindy
 - a. Update and request for approval on grand opening date, downstairs plaques, little free libraries. The board said that not enough will be ready for an October grand opening celebration of the basement. Emily said that the Special Collections needs to be finished and organized before a grand opening celebration. The board tabled the plaques as it had only received the proposed wording that day. The board discussed the little free libraries and the hope that this could be a town-wide project. Mary expressed concern that he PRML friends had already contacted private and public entities about placing the little free libraries without approval from her or the board. This is an issue because the little free libraries are being presented under the auspices of the library, not the friends.
 - b. Art displays - Mary said that she was not included in discussion about art and felt that she and/or a board member should review the art before it is presented to the public in the library. The board discussed the need a policy

about art that can include liability issues. Mary also expressed concern about the possibility of art sales with transactions involving money between staff and the library.

- c. Communication between PRML Friends and Director / Trustees – Cindy said that much of the confusion had to do with Mary’s transition as director. Suzanne expressed concern that it had been announced that there would be a new director last October, and the transition was not a surprise. The board discussed the fact that the director of both libraries needs to be the gatekeeper and point of contact for all projects. The director can bring board-related issues. Bringing issues to the director will help eliminate unnecessary communications and miscommunication.
- C. Fundraising and process for linking goals of the Library Director and PRML/Meriden Friends so it works consistently with both friends groups. Suzanne said that the MOU covers this issue.

Suzanne made a motion that there will be not take on any new Friends projects unless they are brought to the board by the director. Mark seconded. All voted in favor.

Reports

- A. Directors (King) -
 - a. Update on Special Collections. Mary said that nothing has moved forward to date; this is the priority. She said that everything should be in place before grand opening. Nancy Norwalk has a list of software that can be used for the special collections. Junior and teen room materials will be weeded before they are moved.
 - b. Other items: Mary will be on vacations from 8/19-8/23

Suzanne thanked Mary for her hard work on interviewing and hiring new staff.

- B. Financial (Pensgen) -
- C. Working Groups
 - a. Policies – By-laws review/revision needed in the fall.
 - b. Policies – Personnel policy manual revision – Suzanne will work on this starting in late October.
 - c. Policies – Volunteers Policy, 2nd Read. Suzanne made a motion to wave the full reading of the volunteer policy. Mark seconded. All voted in favor. Suzanne said she had checked with the town office and there is a worker’s comp policy that covers volunteers, but she suggested that for liability reasons the board not include the sentence about worker’s comp. Emily moved to accept the change. Mark seconded. Suzanne, Emily and Mark voted in favor. Nancy Liston abstained.
 - d. Policies – Meetings, 1st Read (Sands). Suzanne made a motion to approve the first reading. Nancy Liston seconded. All voted in favor.
 - e. Facilities – discussion of access to building when employees are not working (tour of duty or assigned administrative hours). The board discussed having a log for trustees and employees, cleaning people, etc, to sign when they come in the building outside of regular hours.

- f. HR – Emily thanked Shirley Hudson for her many years of service to PRML as a sub and volunteer.

Projects

- A. Welcome/Meet and greet for Mary at PRML – date / time to be planned – Planning is happening with ML friends. The PRML Friends have opted not to sponsor this event.
- B. Facilities – oil contract (King) – - Nancy Liston moved to designate Emily Sands to approve and sign an oil contract based on information collected by Mary King. Mark seconded. All voted in favor.
- C. Update - Invitation to NH State Librarian Michael York (Spencer). Michael York confirmed that he will attend the 9/12 meeting at PRML.

11:05 Nancy Liston made the motion to adjourn. Emily seconded. All voted in favor.

Attachments: Director's Report [1]
Financial Reports [2]

Plainfield Public Libraries
Director's Report
July 2016

Director's Activities

Much of my time was spent on the hiring process for the open positions at the Plainfield Public Libraries. We received 16 applications for 5 positions. On Friday, July 22, 4 candidates were approved for hire.

I met with Brad Atwater at both the Meriden and Philip Read libraries. At Meriden, Brad looked at the exterior entrance to the building to assess its condition and recommend a plan for repairs. I was able to point out some other issues within the building and Brad has suggested that I create a list of anything that needs repair.

At Philip Read, Nancy Norwalk, Cindy Heath and I met with Brad to review the punch-list for the completion of the basement. This meeting was helpful so that Brad could view the basement's current state as he begins to provide oversight and recommends vendors.

On Friday, July 29, I attended a special LUV/Tech meeting at the Kilton Library. A representative from EBSCO gave a presentation on the various databases that we offer in conjunction with the State Library. He also provided information on products that libraries can purchase on their own. I left with good information for our libraries and will pursue some of the other offerings from EBSCO.

Meriden Library

Programs

Story Time 7/7, 14, 21, 28,

Book Group 7/19

Special Programs

There were three special summer reading programs in July. On Thursday, July 14 Joel King led a Jiu Jitsu demonstration and gave a reading from the children's book, *Bunjitsu Bunny's Best Move*. Unfortunately, there was a severe thunderstorm when the program was scheduled and only two families attended. On Monday, July 18 "Lindsay and Her Puppet Pals" performed outside on the Meriden Library lawn. 26 adults and 31 children attended. We received very positive feedback about this program. On Tuesday, July 26, Jason Downs led a program on rockets. 15 adults and 15 children attended.

Philip Read Memorial Library

Book Group 7/25

Special Programs

There were three summer reading programs planned in July each on Wednesday at 2pm. Only one family attended the program on July 27. It's likely that the time wasn't good for families of young children. This will be taken in to consideration when we begin to plan summer reading for next year.

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	1,481.50	3,206.00	-1,724.50
Appropriation - Operations	13,865.22	27,528.00	-13,662.78
Appropriation - Salary	19,366.26	42,214.00	-22,847.74
Total Town Appropriation	<u>34,712.98</u>	<u>72,948.00</u>	<u>-38,235.02</u>
Trust Fund Income	1,035.00	2,000.00	-965.00
Gifts	690.00		
Fines	282.05		
Grants	270.00		
Interest Income			
Interest - Savings	0.71		
Total Interest Income	<u>0.71</u>		
Total Income	<u>36,990.74</u>	<u>74,948.00</u>	<u>-37,957.26</u>
Expense			
Salaries	19,366.26	42,114.00	-22,747.74
FICA	1,481.50	3,206.00	-1,724.50
Library Materials			
Audio/Visual	194.14	0.00	194.14
Books & Magazines	1,336.72		
Library Materials - Other	2,483.24	9,200.00	-6,716.76
Total Library Materials	<u>4,014.10</u>	<u>9,200.00</u>	<u>-5,185.90</u>
Telephone	789.49	1,200.00	-410.51
Electricity	1,846.68	3,000.00	-1,153.32
Fuel Oil	3,442.04	3,978.00	-535.96
Water/Sewer	148.40	300.00	-151.60
Supplies	1,256.56	1,500.00	-243.44
Postage	163.41	250.00	-86.59
Professional Activities	993.90	300.00	693.90
Programs	678.79	600.00	78.79
Furniture/Equipment	101.86	950.00	-848.14
Elevator	834.64	1,700.00	-865.36
Maintenance	1,253.21	3,350.00	-2,096.79
Automation/Cataloging	0.00	1,000.00	-1,000.00
Computer/Software	180.49	1,800.00	-1,619.51
Misc Expense	0.00	100.00	-100.00
Total Expense	<u>36,551.33</u>	<u>74,548.00</u>	<u>-37,996.67</u>
Net Ordinary Income	<u>439.41</u>	<u>400.00</u>	<u>39.41</u>
Net Income	<u>439.41</u>	<u>400.00</u>	<u>39.41</u>

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	1,536.64	3,005.00	-1,468.36
Appropriation - Operations	7,500.00	18,648.00	-11,148.00
Appropriation - Salary	20,087.06	39,577.00	-19,489.94
Total Town Appropriation	29,123.70	61,230.00	-32,106.30
Trust Fund Income	360.00	700.00	-340.00
Gifts	50.00		
Interest Income			
Interest - Checking	0.56		
Interest - Savings	10.17	10.00	0.17
Total Interest Income	10.73	10.00	0.73
Misc Income	65.00		
Total Income	29,609.43	61,940.00	-32,330.57
Expense			
Salaries	20,087.06	39,577.00	-19,489.94
FICA	1,536.64	3,005.00	-1,468.36
Library Materials			
Audio/Visual	320.45		
Books & Magazines	693.10		
Library Materials - Other	2,164.37	8,000.00	-5,835.63
Total Library Materials	3,177.92	8,000.00	-4,822.08
Telephone	346.92	540.00	-193.08
Electricity	772.54	1,700.00	-927.46
Fuel Oil	1,111.08	1,768.00	-656.92
Water/Sewer	300.00	500.00	-200.00
Supplies	203.60	800.00	-596.40
Postage	0.00	250.00	-250.00
Professional Activities	45.00	300.00	-255.00
Programs	311.91	400.00	-88.09
Furniture/Equipment	47.48	100.00	-52.52
Maintenance	600.00	1,800.00	-1,200.00
Automation/Cataloging	0.00	1,000.00	-1,000.00
Computer/Software	741.75	1,800.00	-1,058.25
Misc Expense	8.97	100.00	-91.03
Total Expense	29,290.87	61,640.00	-32,349.13
Net Ordinary Income	318.56	300.00	18.56
Net Income	318.56	300.00	18.56