

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

August 15, 2016; Philip Read Memorial Library

Draft Minutes

Present: Emily Sands, Mark Pensgen, Jean Strong, Mary King – Director

Absent: Suzanne Spencer, Nancy Liston

11:02 Call to Order

Mark made a motion to approve the agenda with the amended addition of fuel oil pricing. Emily seconded. All voted in favor.

Emily made a motion to amend the agenda to include a public comment period. Mark seconded. All voted in favor.

Public comment: Town Administrator Steve Halleran noted that in the town offices he has heard things about the PPL Trustees limiting public comment to the beginning of the agenda and felt that it is important for all voices to have a chance to speak at meetings. He also voiced strong support for the Library Board of Trustees.

Bonnie Swift voiced support for Steve's statement.

Mary brought forth the candidate for the Library Assistant position with Emily Sands.

Emily made a motion to offer the position of Library Assistant for the Plainfield Public Libraries to Christine Hoffman. Jean seconded. All voted in favor.

It was noticed that Christine may need some time to give notice to her current employment. As with all new hires the offer is contingent on a background check, and it includes a 90-day probationary period.

Emily mentioned that Mary had received prices from both SIMPLE and Irving to lock in pricing for oil at \$1.84 per gallon as of last week. Last year the Trustees locked in a low number of gallons (2,300) at a higher price, assuming market risk on pricing for any additional gallons that were likely to be needed (roughly 3,000 were used). This worked to the library's benefit as the price of oil did come down and we got a better price on gallons purchased at market prices at the end of the season. This year the Board felt that with prices substantially lower than last year it may make sense to lock in a larger number of gallons, perhaps 2,800. Emily is already authorized by the Board to move forward with a contract, so no vote was taken.

11:25 Emily made a motion to adjourn. Mark seconded. All voted in favor.