

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
September 12, 2016, Philip Read Memorial Library
Draft Minutes

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

7:03 pm

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.

Suzanne made a motion to approve the agenda, Jean seconded. All voted in favor.

Presentation by NH State Librarian Michael York, followed by time for questions from Trustees and members of the public.

Michael York noted that Library trustees are governed by statutes. Library friends are not. He said that there needs to be an agreement between the library trustees and friends about how money raised by the friends will be spent, but the library trustees and the administration are legally in charge and make final decisions. He recommended that friends groups narrow their focus as much as possible. He said that the PRML friends have done an outstanding job raising money, but the town voted for one board of trustees twice, and he questioned why a one-board system has and needs two separate friends groups. He suggested that there be one friends group representative of the whole town for the Plainfield libraries. There was discussion of the MOU which the PRML friends have not signed but the Meriden Friends group has signed.

Emily addressed concerns of projects by friends happening without director or board approval. York said that the director should be the gate-keeper. He said it's best to hire good people and get out of the way.

Public Comment – Clint Swift reiterated his concern expressed in his correspondence about the meeting policy.

Bev Widger said former library trustee Anita Barrett, who served in the 1950s and 1960s, passed away recently. Emily said she would write a condolence note from the trustees to her daughter.

Amy Lappin said that when Mike York mentioned tension – she clarified that there is no perceived tension between the two friends groups. Nancy Liston said that both groups worked well together doing the community read.

Ron Eberhardt read a statement and asked that a copy be included in the trustee correspondence. He wrote that while the selectboard supports the board, his comments were from him as an individual. He stated that some individuals were using the law and “proper procedure” with the intent to “grind down and intimidate the good people on the Plainfield Library Board of Trustees.” He said that there are some who are using the law “in a manner that is counter-productive and not in keeping with my vision of how people in this community should be treating one another.”

Diane McDonald expressed skepticism about the idea that individuals were mistreating the board. Ron said that in his opinion some individuals were in fact doing so.

Nancy Liston said that correspondence to the board is available to the public, but the general public doesn't necessarily read emails the board receives, and some of them are extremely concerning.

Administration

A. Approval of August Minutes

8/8 – Suzanne made a motion to amend the minutes to reflect that she was interrupted in the middle of making a motion. Emily asked to amend the minutes to clarify that all meetings going forward will start at 7 and that the date of the November budget meeting is to be determined. Mark seconded. All voted in favor but Jean who abstained because she was absent from that meeting.

Emily made a motion to approve the 8/15 minutes. Mark seconded. Suzanne and Nancy Liston abstained because they were absent from that meeting. Everyone else voted in favor.

B. Correspondence – Bev Widger, Andrea Keen, Diane Rogers (2), Karen Anikis, Clint Swift.

Emily apologized to Bev for not including her in the agenda at the last meeting in response to Bev Widger's letter to the board.

Because the issue of public comment came up in Bev's letter, Suzanne asked Frank Perotti, a Plainfield resident and the Plainfield School Superintendent, attending the meeting to talk about how the school board handles public comment. Suzanne said that in her experience at school board meetings, public comment is extremely regulated to the point where there are certain times when the public can only ask questions and other times when they can give one comment, and that is done in a specific order around the room. Frank agreed and added that that in some cases the school board uses time limits for public comment. He said that outside of public comment, the meeting belongs to the school board, and the public is simply an audience. He said that even as superintendent, he does not get to just speak without being recognized by the chair. Suzanne asked if members of the public interrupt board members. Frank said no. Suzanne asked if members of the public shout at board members. Frank said no. He said that perhaps it is because the school board is dealing with parents who are cognizant of modeling adult behavior that they do not have these issues.

C. Donations - no donations.

Reports

A. Director's Report (King)

a. PPL Update – Update on special collections

b. Facilities – There is currently no long distance service at PRML. Emily made a motion to authorize mark to work with Mary on a new telephone contract. Nancy Liston seconded. All voted in favor. Mary said that traditionally there is one facilities inspection each year in the fall with a trustee. Brad Atwater can be part of the walkabouts, and he suggested two times a year: January and July.

c. Payroll Process – Steve approval Mary's timecard with Mark's approval via email. Timecards will be given to the town every Tuesday.

B. Finance Report (Pensgen) – Mark addressed Diane Rogers' question about donations made in Al Grindle's name. He said that the board and town were following standard procedure in how they handled the finances. Emily expressed concern about the tone of correspondence regarding this issue. Mark addressed donations and gave information that is in the public record. Mark received appropriations from Trustees of Trust funds today.

C. Working Groups

- a. Policies – Volunteers Policy, 3rd Read (Spencer). Suzanne made a motion to waive the reading of the policy. Mark seconded. All voted in favor. The board agreed to table the reading to have more time to research how other libraries handle background checks. The board may also consider inserting language that the director must give written approval for volunteer projects and activities to minimize miscommunication.
- b. Policies – Meetings, 2nd Read (Sands) Suzanne made a motion to waive the second reading of the meeting policy, Nancy Liston seconded. All voted in favor. Emily Sands made a motion to approve the second reading of the meeting policy. Nancy Liston seconded. All voted in favor.
- a. Policies – Exhibitors Policy and Release (Liston). Suzanne made a motion to accept the first reading of the policy with amendments. Nancy Liston seconded. All voted in favor.

Projects

- D. Meriden Village Study – Mark gave an update on the study committee.
- E. Basement update (King, Strong, Cindy Heath, Nancy Norwalk, Brad Atwater)
 - a. Kitchen -
 - b. Circulation desk -
 - c. Art hanging system -
 - d. AV System – board kept signing authorization in place.
Emily made a motion to authorize Jean Strong to move forward with the remaining basement completion items – Kitchen and desk as agreed upon between the friends, trustees, director, contingent on the receipt of funds and final facilities review by Brad Atwater. Suzanne seconded. All voted in favor.
 - e. Plaque language – Emily made a motion to authorize moving forward on the language for the three basement plaques as agreed upon by the basement working group. Mark seconded. All voted in favor.

Friends updates

- A. Friends of PRML Update (Cindy Heath) -
 - a. Grand opening and dedication for basement (Bev Widger) – The board thanked the friends for all their hard work in organizing the event. Make a motion to approve the Grand Opening on November 6th and all Friends work discussed during the meeting. Mark seconded. All voted in favor.
 - b. The board discussed hosting a reception for Mary King at PRML. Mary felt like there was too much going on to schedule one. Suzanne thanked the PRML Friends group for their offer of assistance with the reception.
 - c. Request for public hearing to accept funds. The board agreed to hold a hearing to accept funds at 2 pm on Friday 9/23. The trustees will have a short meeting at 2:15 pm.
- B. Friends of ML Update (Amy Lappin, Susan Russo) – The Meriden friends will host two programs in October.

Public Comment – Bev thanked the board for adding public comment at the end of the meeting. Brad suggested checking with Chief Roberts about background checks.
10:57 Mark made a motion to adjourn. Emily seconded. All voted in favor.

Attachments:

Directors Reports [2]

Financial Reports [3]
PRML Friends proposals [2]

Plainfield Public Libraries
Director's Report
August 2016

Director's Activities

In August, three new employees joined the staff of the Plainfield Public Libraries; Karen Johnson, Peter Legare and Lana Remmes have all been brought on as Circulation Aides. I spent time training each of them individually. On August 15, the trustees approved the hiring of Christine Hoffman as Library Assistant. Her start date is scheduled for September.

I spent time setting up on-line accounts for ordering books and supplies. This process was time consuming but allows for a much easier method for ordering materials.

On August 16, I attended a meeting of the Meriden Village Study group.

For the basement completion project, I had weekly phone conversations with Brad Atwater to clarify any questions about proposals from vendors with the goal of having the proposals ready to present to the trustees on September 12.

Meriden Library

Programs

Story Time 8/4, 11, 18

Book Group 8/16

Special Programs

The Friends of the Meriden Library hosted an ice cream social with a visit from the Good Humor truck on Thursday, August 4. We also collaborated with the director of the Aidron Duckworth Museum to provide an art activity for children. 90 people attended.

On Tuesday, August 23, storyteller, Susan Quimby Young, performed stories at a PJ Story Time. 4 adults and 6 children attended.

Philip Read Memorial Library

Programs

Book Group 8/22

Special Programs

On Saturday, August 6 a special program was presented for patrons of all ages; *Dog Agility*. 21 patrons attended.

Update On Basement Project

Under the director of Nancy Norwalk, on Saturday 8/13, volunteers moved the special collection materials from storage into the special collection room. Nancy has been working to organize and shelf the materials. Volunteers are assisting as needed.

The juvenile collection is being prepared for the move down to the new location. All young adult materials have been pulled from the shelves, call numbers have been changed in the catalog and spine labels have been updated. The juvenile audio materials have been weeded and where needed CD have been ordered to replace cassette formatted books.

Goals for September:

1. Continue to organize the special collection with the help of volunteers.
2. To have the juvenile collection moved to its new location by the mid-October.
3. Nancy Norwalk will continue to research software for cataloging the special collection. Two have been ruled out. There are still six options to explore.

**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	1,691.66	3,206.00	-1,514.34
Appropriation - Operations	14,954.98	27,528.00	-12,573.02
Appropriation - Salary	22,113.61	42,120.00	-20,006.39
Total Town Appropriation	38,760.25	72,854.00	-34,093.75
Trust Fund Income	1,035.00	2,000.00	-965.00
Gifts	730.00		
Fines	282.05		
Interest Income			
Interest - Savings	0.78		
Total Interest Income	0.78		
Total Income	40,808.08	74,854.00	-34,045.92
Expense			
Salaries	22,113.61	42,120.00	-20,006.39
FICA	1,691.66	3,206.00	-1,514.34
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	194.14	0.00	194.14
Books & Magazines	1,336.72		
Library Materials - Other	2,983.37	9,200.00	-6,216.63
Total Library Materials	4,514.23	9,200.00	-4,685.77
Telephone	902.54	1,200.00	-297.46
Electricity	2,076.12	3,000.00	-923.88
Fuel Oil	3,442.04	3,978.00	-535.96
Water/Sewer	148.40	300.00	-151.60
Supplies	1,318.16	1,500.00	-181.84
Postage	163.41	250.00	-86.59
Professional Activities	993.90	300.00	693.90
Programs	678.79	600.00	78.79
Furniture/Equipment	792.58	950.00	-157.42
Elevator	834.64	1,700.00	-865.36
Maintenance	2,009.14	3,350.00	-1,340.86
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	205.49	1,800.00	-1,594.51
Misc Expense	0.00	100.00	-100.00
Total Expense	42,884.71	74,854.00	-31,969.29
Net Ordinary Income	-2,076.63	0.00	-2,076.63
Net Income	-2,076.63	0.00	-2,076.63

Teen Room Table			
Feb 8 meeting minutes donation accepted	\$100.00		
March 7 meeting minutes donation accepte	\$240.00		
Total donations rec'd	\$340.00		
Table purchase (Aug credit card statement)	\$539.00		
Net difference (to be rec'd from friends)	\$199.00		
Table was charged on Nancy's credit card issued by town			
Town pays credit card bills directly to bank and charges library appropriation account			
Offset of the charge to the budget is from donations made			
Net budget impact on total library funds available is zero			
Funds designated by donor were expended for the purpose designated			

MEMORANDUM

TO: Trustees of Plainfield Libraries
FROM: Bev Widger/Pennie Armstrong – Event Planning Committee
Friends of Philip Read Memorial Library
SUBJECT: Event plan for November 6, 2016
DATE: SEPTEMBER 10, 2016
CC: Mary King

The following will provide an outline of events planned for the Grand Opening of the Teen, Junior, Meeting and Special Collection Rooms in the Basement of Philip Read Memorial Library. We expect between 75-100 attendees.

Event Date	Sunday, November 6, 2016
Time	1:00 p.m. Reception 2:00 p.m. Presentations
Invitation	Simple Invitation Design Printed at Staples Mailed
Mailing Lists	Combination of donor list, local dignitaries, Friends, limited taxpayer list, LUV
Music	Background music – Upstairs Other surprise music during presentation
Meeters and Greeters	Friends and Volunteers – In process Guest Book – Artist made book
Speakers	Chair Selectperson – Confirmed Chair Trustees – Confirmed Chair Friends – Confirmed Gift recognition for Nancy by Friends Researcher – Awaiting Confirmation Downstairs – Will need a microphone Program agenda in process
Food and beverage	Upstairs in PRML Sponsored by combination of Friends, Church and PHS volunteers Papergoods to be supplied by a Friend

Continuous Powerpoint with pictures through years of PRML	In process – Need help with scanning and PPT. Need to collect photo albums and loose photos and scan. (Alan Grover, other volunteers)
Signage	Poster in library
Advertising	Limited to social media, Plainfacts, webpages plus mailed invite
Flowers/Plants	Request made – Confirmation in process
Parking Notification	Done by Sarah G
Art Exhibit	Mary/Cindy/Hillary are working on this along with policy
Special Collection Organization	Mary, Nancy and volunteers
Moving YA and Junior Books	Mary, Nancy and volunteers
Plaques	Mary, Cindy for Trustee approval

New England

Kitchen and Bath

PO Box 1412 • 653 Washington St. • Claremont, NH 03743 • P: 603.543.0590 • F: 603.542.1436 • newengkitchenandbath.com

PROPOSAL

Plainfield Library
Contact; Nancy Norwalk

September 10, 2016

675-5494

nnorwalk39@comcast.net

<i>Foundation cabinetry, Chesney door style with Autumn stain. All wood cabinets with dovetailed drawers and soft close slides. Includes 2 roll out trays (particle board) and locks for doors on center base cabinet doors.</i>	<i>\$1,458.</i>
<i>Postform laminate countertops, with backsplash, Wilsonart Mystique Marsh 4763-60</i>	<i>\$192.</i>
<i>Omni self rimming sink, "D" shape, Electra</i>	<i>\$230.</i>
<i>Moen faucet, Arbor 7790, chrome</i>	<i>\$319.</i>
<i>Hardware, classic board</i>	<i>\$40.</i>
<i>Installation of cabinets and countertop</i>	<i><u>\$500.</u></i>
	<i>\$2,739.</i>

Notes...

**Does not include any plumbing or electrical*

**Cabinets take three weeks to arrive. We could install
them shortly after.*

Thanks, Jim

Philip Read Memorial Library Expansion Plaque

In recognition of 20 years of substantial fundraising and volunteer time to complete the addition to the Philip Read Memorial Library, providing for a designated space for special collection materials, dedicated youth and teen areas, and a community meeting room.

With sincere thanks to: The many foundations, organizations, individuals, and businesses who funded the project, Friends of the Philip Read Memorial Library, Plainfield Library Trustees, residents & Select Board of the Town of Plainfield. Special thanks to Nancy Norwalk, Library Director from 1976-2016.

Skyline Designs Quote

Your Contact

Mark

1-800-775-1478

1090 John Stark Highway, Newport, NH 03773 Fax: 603-542-8854

Quote For: Nancy

Work Order Information

Job Number 3709

Order Date 8/19/2016

Bill To: Nancy Norwalk
Company Name: Phillip Read Mem. Library
Billing Address: Rte 12A
Plainfield, NH 0-3781
Work Phone: 603 675-6866 **Fax:** 603 675-6806
Billing Method: Deposit/COD
Customer PO: BASEMENT DESK

Ship-To:
Carrier: Skyline Truck

Order Items

Fixture ID	Fixture Name:	Unit Price	Quantity	Line Total
	DESK FOR LOWER LEVEL, 90" x 24" x 29 1/2"h, per DRAWING SD081916-01 & 02	\$2,235.00	1	\$2,235.00
	CABINET FOR ALCOVE IN LOWER LEVEL, 66" x 18" x 32"h	\$861.00	1	\$861.00
	INSTALLATION	\$80.00	1	\$80.00

Additional Info

Finish Color: LT EARLY AMERICAN
P-LAM Color: TO BE DETERMINED
Primary Material: BIRCH VENEERED PLYWOOD

Special Notes:

THE PLASTIC LAMINATE THAT WAS USED UPSTAIRS HAS BEEN DISCONTINUED. A NEW ONE WILL HAVE TO BE SELECTED.

Totals

Order Subtotal: \$3,176.00
Freight Charge: \$0.00
Sales Tax: \$0.00
Order Total: \$3,176.00

Amount Due: \$3,176.00

Deposit Due: \$1,651.52

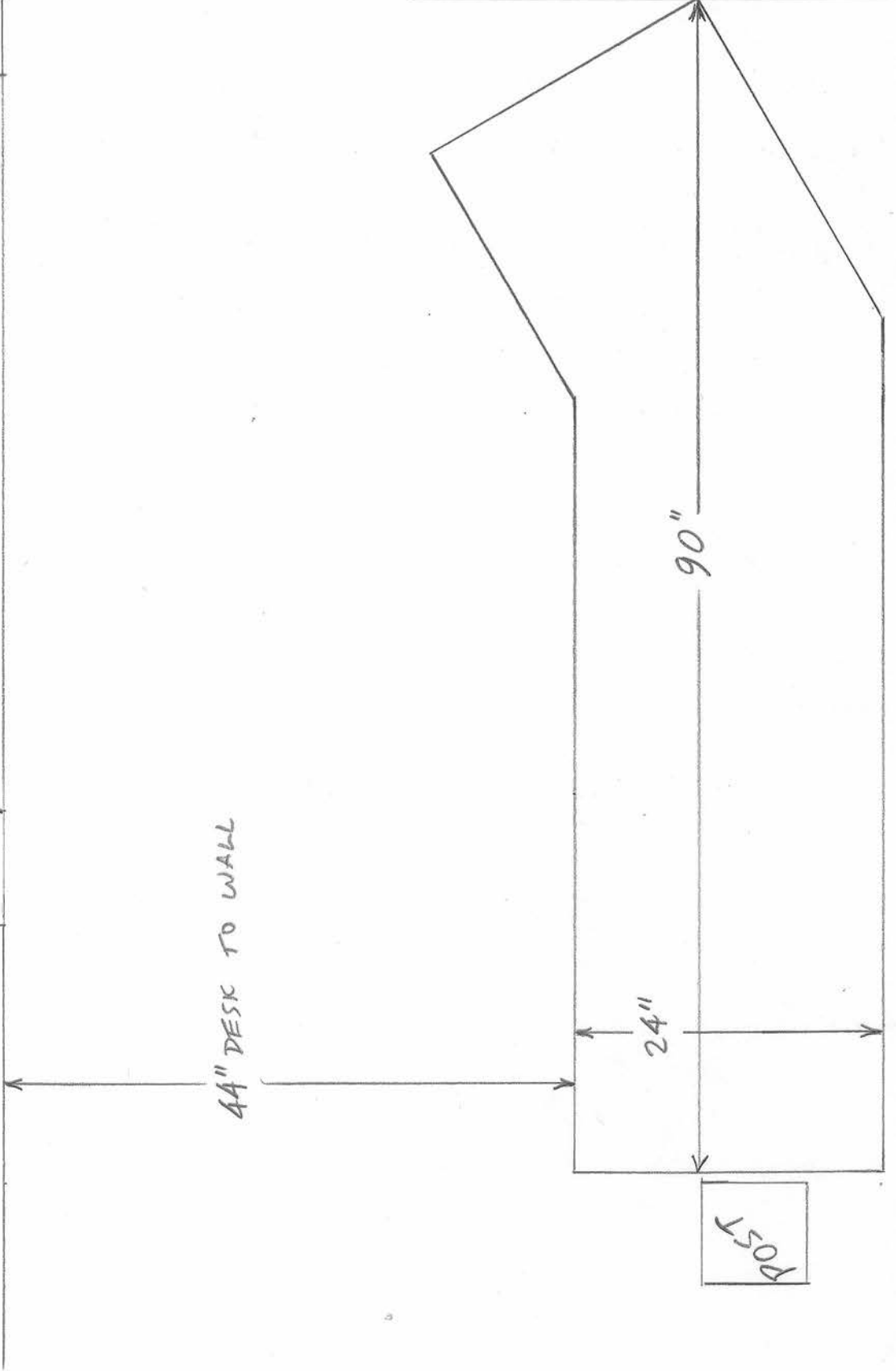
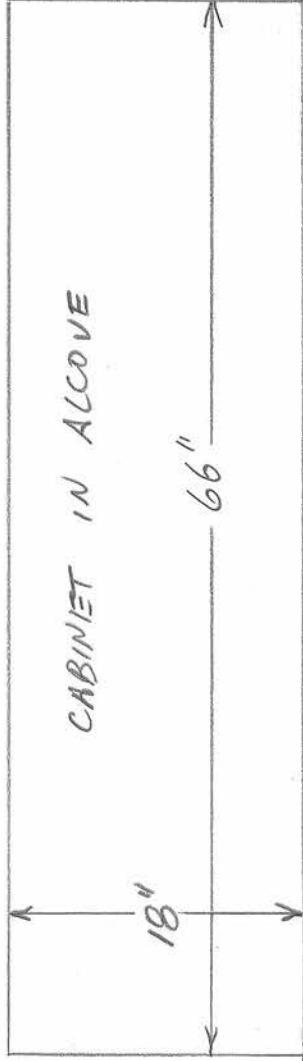
Delivery Date:

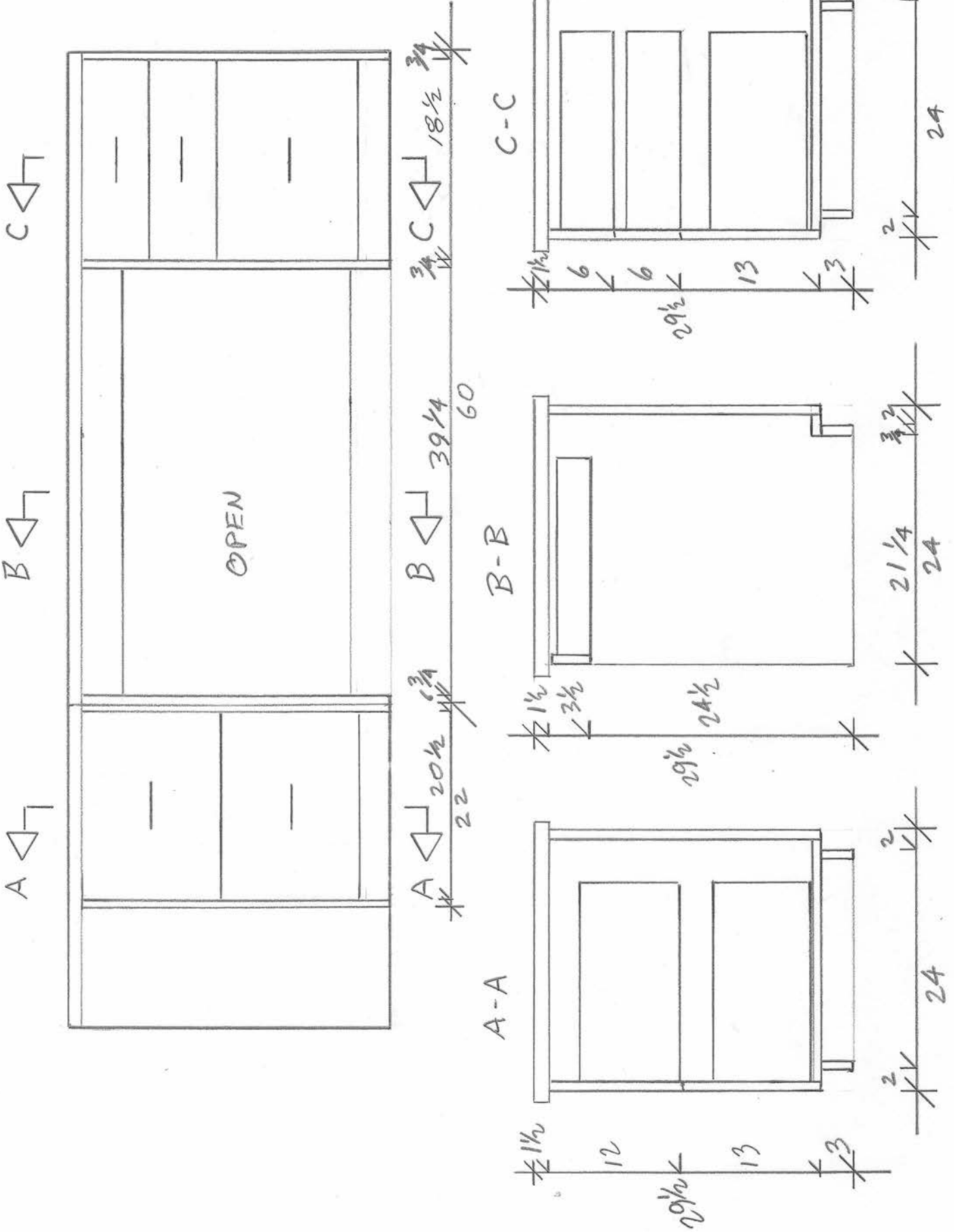
*** Deposit Due By:**

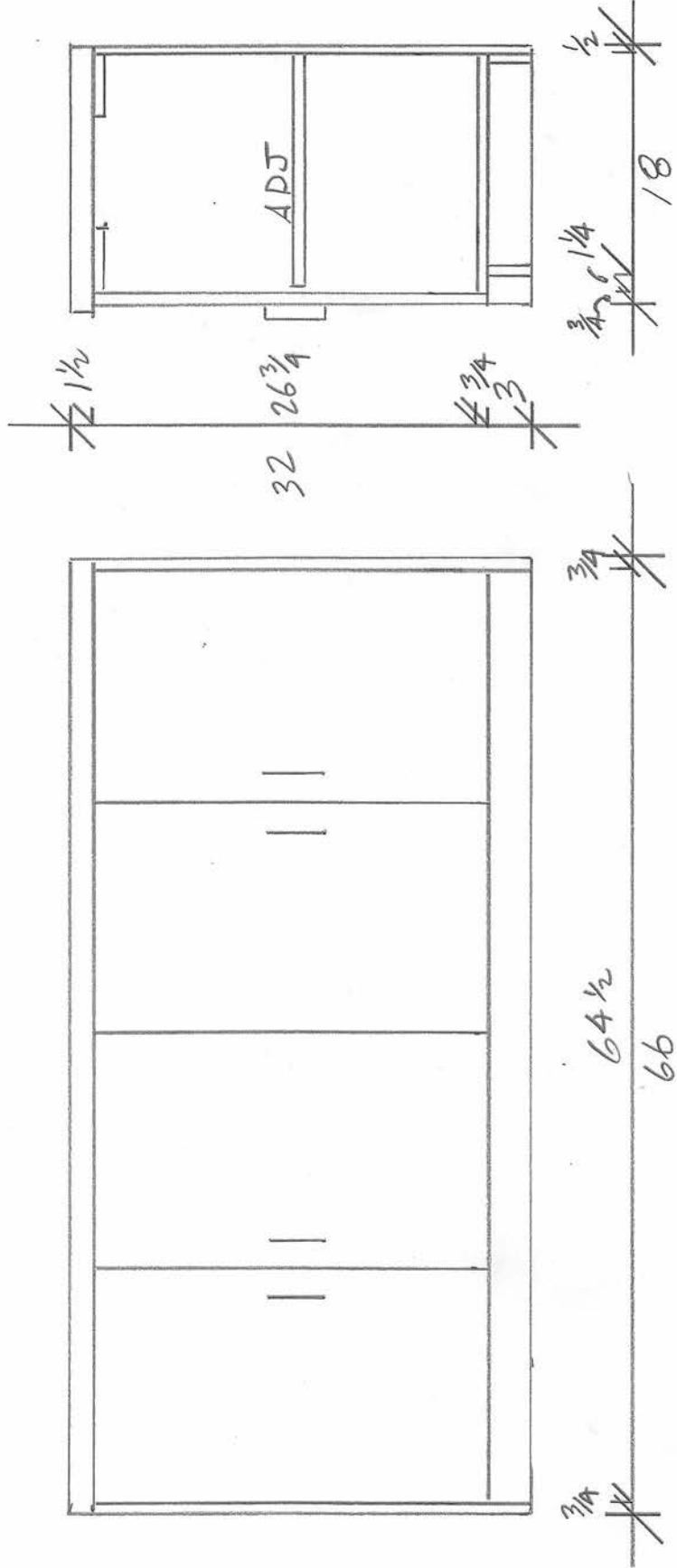
To accept this proposal, please carefully review your items, sign and date one copy and return. By signing this proposal I acknowledge that I have received a copy of Skyline Designs Terms * To maintain delivery dates, please have your approved quote back to us by the date specified.

I accept this proposal on behalf of: Phillip Read Mem. Library

Signature _____ Date: _____







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	1,875.84	3,005.00	-1,129.16
Appropriation - Operations	7,500.00	18,648.00	-11,148.00
Appropriation - Salary	24,521.29	39,577.00	-15,055.71
Total Town Appropriation	33,897.13	61,230.00	-27,332.87
Trust Fund Income	360.00	700.00	-340.00
Gifts	50.00		
Book Sales	50.34		
Interest Income			
Interest - Checking	0.74		
Interest - Savings	10.17	10.00	0.17
Total Interest Income	10.91	10.00	0.91
Misc Income	65.00		
Total Income	34,433.38	61,940.00	-27,506.62
Expense			
Salaries	24,521.29	39,577.00	-15,055.71
FICA	1,875.84	3,005.00	-1,129.16
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	320.45		
Books & Magazines	693.10		
Library Materials - Other	2,647.27	8,000.00	-5,352.73
Total Library Materials	3,660.82	8,000.00	-4,339.18
Telephone	392.08	540.00	-147.92
Electricity	866.64	1,700.00	-833.36
Fuel Oil	1,111.08	1,768.00	-656.92
Water/Sewer	300.00	500.00	-200.00
Supplies	308.33	800.00	-491.67
Postage	110.00	250.00	-140.00
Professional Activities	45.00	300.00	-255.00
Programs	313.69	400.00	-86.31
Furniture/Equipment	47.48	100.00	-52.52
Maintenance	819.98	1,800.00	-980.02
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	741.75	1,800.00	-1,058.25
Misc Expense	8.97	100.00	-91.03
Total Expense	36,122.95	61,940.00	-25,817.05
Net Ordinary Income	-1,689.57	0.00	-1,689.57
Net Income	-1,689.57	0.00	-1,689.57



You are invited to a

Grand Opening Celebration

for the

Meeting Room, Junior & Teen Rooms

&

Dedication of the Nancy Norwalk Special Collection Room

On Sunday Afternoon, November 6, 2016

Philip Read Memorial Library

1088 Route 12A ~ Plainfield, NH

1:00 p.m. Open Reception

2:00 p.m. Presentations

Organized by the Friends of Philip Read Memorial Library



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Dedication of the Nancy Norwalk Special Collection Room

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Philip Read Memorial Library

1088 Route 12A ~ Plainfield, NH

1:00 p.m. Open Reception

2:00 p.m. Presentations

Organized by the Friends of Philip Read Memorial Library

Proposition for Art Gallery Hanging in Philip Read Memorial Public Library

The area walls that we are including in this project are;

North Wall – 4 sets of 6 ½ section

East Wall – 1 set of 6 ½ section

South Wall #1 – 1 set of 6 ½ section

South Wall # 2 – 2 sets of 6 ½ sections

These systems come in three parts; Rails, Hangers and Hooks

Rails are made of Anodized metal and can be painted to match wall color.

The slim wire that hangs from overhead rail can hold up to 44 lbs. each.

Pushbutton hooks are used to allow the hook to travel up and down the wire to the selected height

Anodized Rail	52 ft	\$196.00
Hangers	30sets	\$205.00
Push button pieces	30 sets	\$308.00
Shipping		\$54.64
Installation		\$300.00
		\$1,063.64

To see more information and images of the system please use this link

<https://www.gallerysystem.com/picture-hanging-systems/original-gallery-system>



275 BILLERICA ROAD, SUITE 3, CHELMSFORD, MA 01824 [P] 978.692.5111 [F] 978.692.5252 proavsi.com

STATE CONTRACTS: OFF40 VENDOR #215051 MHEC – B11, C07, G24

Mary King mary.king@plainfieldlibraries.org 603-442-6777 Phillip Read Memorial Library Rev. 3	Date:	9/7/2016
	Quote #	090716JM
	RFQ #	Verbal
	PRICING VALID FOR 30 DAYS	

<p>This document is the property of Pro AV Systems and the listed recipient. It cannot be reproduced or shared without the consent of a Pro AV sales representative.</p> <p>Please direct orders or questions to: John Missale Email: jmissale@proavsi.com Phone: 978-674-8740 Fax: 978-692-5252</p> <p>Delivery to: Customer - <i>See Payment Terms Below</i></p>	<i>Subtotal</i>		\$ 6,520.00
	<i>Sales Tax</i>	<i>exempt</i>	\$ -
	<i>Shipping</i>	<i>prepay & add</i>	
	TOTAL		\$ 6,520.00
All Electrical to be provided by customer unless otherwise noted.			

QTY	Part #	DESCRIPTION	UNIT COST	TOTAL COST
Phillip Read Memorial Library Conference Room				
1	V11H748020	EPSON PowerLite 4770W Projector WXGA, 5000 Lumens	\$ 1,699.00	\$ 1,699.00
1	Projector Mounting Equipment	Projector Mounting Equipment for suspended ceilings to include suspended ceiling tray, threaded pipe column (up to 24") and universal projector mount.	\$ 285.00	\$ 285.00
1	70105LS	57.5"x92"x109"dia. Tensioned, Motorized and Recessed Screen - BLACK DROP?????!!	\$ 2,499.00	\$ 2,499.00
1	Freight	Freight to Plainfield, NH 03781	\$ 120.00	\$ 120.00
1	Audio System 2	Audio Systems for Classrooms - includes 40 Watt ceiling mixer/amplifier and 2 ceiling mounted speakers.	\$ 429.00	\$ 429.00
1	Cabling 4	Cabling and Wall Plates for Classrooms - includes up to 35FT of HDMI, VGA, 3.5mm audio. Includes a 10FT VGA + Audio Breakout Cable and HDMI Breakout	\$ 389.00	\$ 389.00
1	MISC	Miscellaneous Equipment to include cable raceway, surface mount box (deep), adapters, terminations and other required accessories	\$ 99.00	\$ 99.00
1	Labor	Labor to install complete system. Pro AV guarantees all workmanship one year post installation.	\$ 1,000.00	\$ 1,000.00

In recognition and appreciation to
Mark Overman and Skyline Designs
for the
extraordinary design and craftsmanship
of the bookshelves and desks
throughout the Philip Read Memorial Library.

Small brass engraved plate attached to end of bookcases or on a wall on the first floor.

Above is CAMBRIA 16 Font approximately 2.5 x 4.5 inch plate.