

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

October 17, 2016, Philip Read Memorial Library

7:00 PM

Draft minutes

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

7:00 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.

Approval of agenda

Suzanne made a motion to accept the agenda with public comment be kept to the public comment sections. Emily seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Public comment: Clint Swift shared his legal background and concerns about the meeting policy. The board has the power to set the tone. He said that he and Ron Eberhardt met and may disagree but have the best interests of the libraries in mind.

Bev Widger reminded everyone of the celebration at PRML on Nov. 6.

Diane Rogers asked to have receipts for any purchases for which the friends have donated money.

Administration

Suzanne – made a motion to amend the agenda to add a discussion about having a hard stop to meetings in administration under E. Emily seconded. Roll call vote:

Emily Sands – yes

Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer – yes

Approval of September Minutes

Emily made a motion to approve the 9/12 meeting. Nancy Liston seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Emily made a motion to approve the 9/23 minutes . Mark seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – abstain
Suzanne Spencer - abstain

Emily made a motion to approve the 9/23 public hearing minutes. Mark Seconded.

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – abstain
Suzanne Spencer - abstain

Schedule date for November budget meeting – The board will have its budget meeting on 11/14 at 7 and schedule an extra meeting in November if needed.

Correspondence –

The board received letters from Diane Rogers, Clint Swift, and Ron Eberhardt.

Clarification of Trustee responsibilities under RTK law: Emily thanked Clint Swift for his correspondence and said the Board certainly takes his concerns very seriously. She noted that RSA 202-A:17 only specifically addresses the removal of an employee, and that no employee has been removed from their position by the Board. She also stated that the Board has gone to tremendous efforts to ensure that all legal requirements are followed. The Board has reviewed its obligations under RSA 91-A many times, both with counsel and at continuing education seminars. Additionally on behalf of the Trustees Emily has followed up with town administration regarding any town statutes and personnel policies that may apply, and the Board has reviewed the library's own personnel policy. Emily reiterated that the Trustees are committed to complying with all of the right-to-know obligations, both in the letter and spirit of the law.

The board discussed RTK as it applies to emails to individual trustees. While a member of the public can make inquiries to an individual trustee that fall under RTK, this is a grey area, and if a trustee is out of town, has other commitments that keep him/her from responding, the board isn't liable. If the board or an individual trustee receives a request, the law provides five business days for a response. The board recommended that members of the public use the town office for RTK requests, as that is where the minutes and correspondence are kept and staff is available. Suzanne requested that if an individual trustee receives and responds to an email that is a RTK request that the trustee forward the email and response to the board to reduce possible duplication of efforts and to be able to place that request in the public record.

Donations - PRML received a memorial donation of \$335 in the memory of Anita Barrett. ML received a donation designed for children for programs or materials.

Adjournment of meeting –Suzanne proposed having a hard stop to the meetings at 9 or 9:15. She noted that the Lebanon library trustees oversee two libraries and a budget ten times as large as Plainfield's, and their monthly meetings last less than two hours. Other members of the board expressed concern about not being able to get the board's work done. Emily suggested that if we have a lot on the agenda when we reach 9 or 9:15 pm we re-assess the agenda then. Suzanne asked the public to note that the board's response to her request is an example of how she has no power to "direct" the board, as was asserted in a critical letter to the board.

Director's Report (King) – Mary mentioned that downloadable books have seen a significant increase in use. Discussion of the status of newly hired employees, cataloging special collections, and weeding. Suzanne asked about staffing downstairs now that the junior room has moved there, noting that she'd been into PRML a couple times when the library was busy and no one was downstairs working. Mary said that she would have required times for basement staffing at designated times, and Nancy Norwalk can use that time to work on special collections.

Finance Report (Pensgen)

Working Groups

Policies – Volunteers Policy, 3rd Read (Spencer) – Nancy Liston made a motion to waive the third reading of the volunteer policy. Emily seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Nancy Liston made motion to approve the volunteer policy as amended. Mark Pensgen seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Policies – Meetings, 3rd Read (Sands) Emily made a motion to waive the third reading. Mark seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

All voted in favor. Nancy Liston moved to accept the meeting policy as written. Suzanne seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Exhibitors Policy and Release, 3rd Read (Liston/Pensgen). Nancy Liston moved to waive the exhibitor policy. Emily Sands seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Emily Sands moved to accept the exhibitors policy. Nancy Liston seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Jean will serve on the committee to decide what art can be hung.

Personnel committee will be reviewing the personnel manual in the next month or two.

Projects

Basement update (King, Strong, Nancy Norwalk, Brad Atwater)

Update on moving of special collection and junior collection

Update on ongoing projects and what is reasonably expected to be completed for the November celebration. Electrical work started on Oct. 6. Desk is scheduled to be delivered next week. Art hanging system has arrived and Brad will install it. Kitchen cabinets have arrived. The counter is being installed. Mary indicated that much of her time has been in the last two months has been spent dealing with basement purchases. Plaques are supposed to arrive on Nov. 3.

Mike Sutherland has new software he wants to use to redo the webpages so that there is one web page for the libraries. That software could also provide content management for accessing the special collections. There is currently no software for the special collections. Nancy Liston asked about scanning catalog cards for the current special collections cards.

Nancy Liston requested an update on the status of the old PRML basement room at the next meeting.

Clarification requested by Suzanne re \$3000 additional spending on special collections shelving. Mark said that no expenses were incurred that were not approved by the board.

Friends updates

Friends of PRML Update (Bev Widger)

Bev Widger reiterated the success of the PRML Friends book sale and gave an update on the November 6 celebration. Nancy Liston asked what the current membership of the PRML friends were. Bev said 25 members. Emily thanked the friends for their efforts.

MOU –Bev requested that the PRML friends meet with the board policy committee to discuss proposed changes to the MOU. Suzanne said she was against this and asked that the PRML Friends provide their proposed revisions to the board in advance of the next meeting and have a full board discussion at that point. Nancy Liston agreed and said that there would not be two separate MOUs. Bev said she didn't want to provide their proposed MOU to the full board and wanted to meet with the policy committee to discuss it first instead. Suzanne asked again to see a copy of the proposed changes and Bev declined. Emily suggested as a compromise that the PRML Friends meet with the Meriden Friends to see if they could agree on any changes to improve the MOU. If the two groups can agree on any changes, then they will meet with the policy committee to discuss adopting them.

Friends of ML Update (Susan Russo) Susan mentioned that the Meriden Friends used KUA's auditorium as a concert venue, and that was successful. Nancy Liston asked how many members the Meriden Friends have. Susan Russo said about 100.

Public Comment – Clint asked for a copy of Emily Sands' response regarding the meeting policy. Bev asked for the status of Meriden Library Association gift. Mark said that those transfers are complete and in the trustees custody.

Emily Sands made a motion to adjourn. Nancy Liston seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

9:01 pm Adjournment

Attachments:

Director's reports [2]

Financial Reports [2]

VISITS	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Adult	389	357	390	345	357	505	383	433	373				3532
YA	6	10	3	6	16	17	35	30	24				147
Children	79	117	93	92	123	318	230	205	140				1397
Total Visits	474	484	486	443	496	840	648	668	537				5076
CIRCULATION													
Adult	343	333	324	353	328	346	364	322	276				2989
Children & Teen	350	357	330	331	403	429	444	453	417				3514
ILL In-coming	24	42	43	20	21	21	28	29	28				256
Periodicals	32	23	26	37	25	27	25	25	26				246
Downloadable	80	90	104	107	87	111	109	107	101				896
Total Circulation	829	845	827	848	864	934	970	936	848		0	0	7901
PROGRAMS													
Childrens Progra	2	5	6	7	4	6	7	4	5				46
Adult Programs	4	4	3	5	3	2	1	2	1				25
Childrens Attend	9	35	44	71	86	179	200	74	245				943
Adult Attendance	49	18	13	25	15	245	4	100	5				474
Total Attendance	58	53	57	96	101	424	204	174	250	0			1417
OTHER													
Items Added	33	35	48	25	34	38	33	34	43				323
Items Removed	0	0	51	39	0	0	0	0	23				113
Computer Use	31	25	34	19	28	24	20	20	16				217
Volunteer Hours	14.5	6	7	6	11	6	4	6	4				64.5

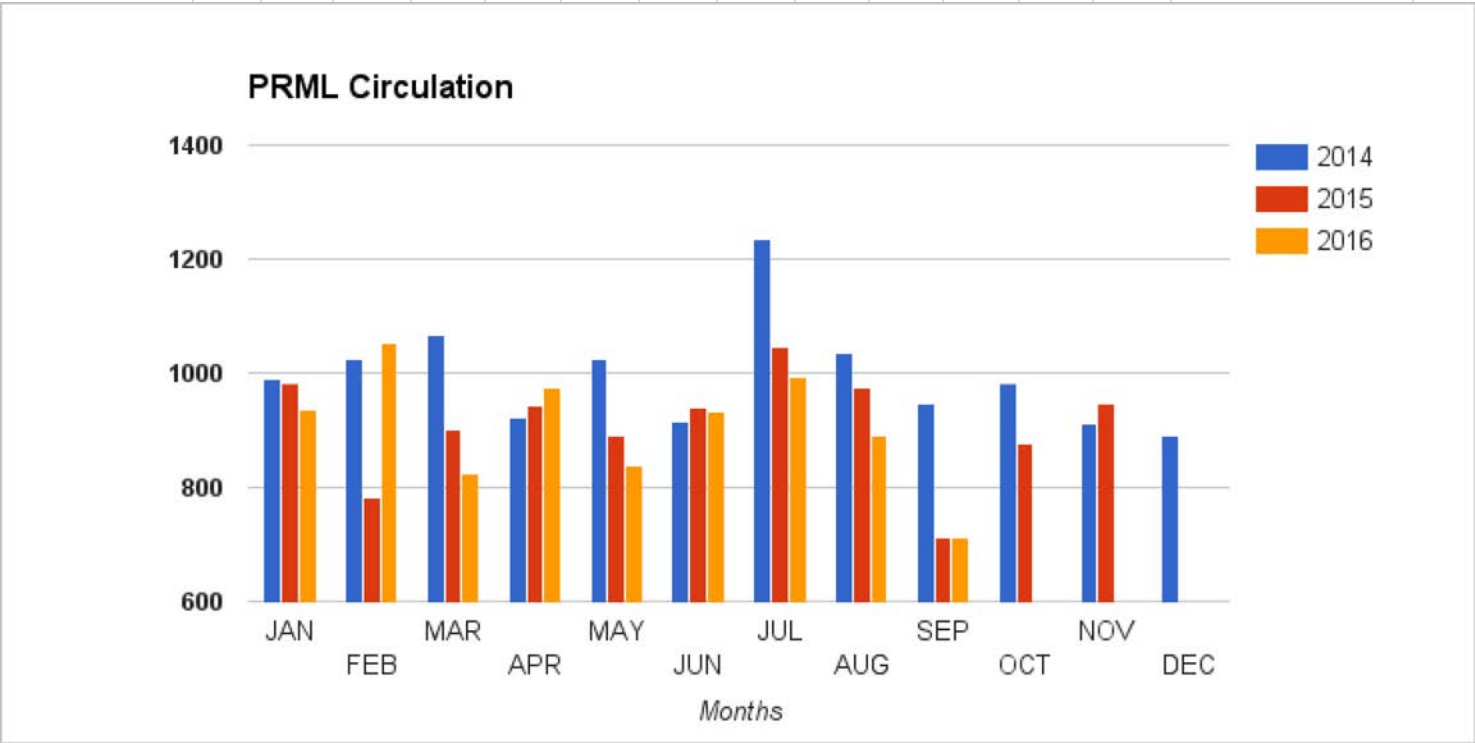
**Plainfield Libraries
 Meriden P&L Budget vs. Actual
 YTD 2016**

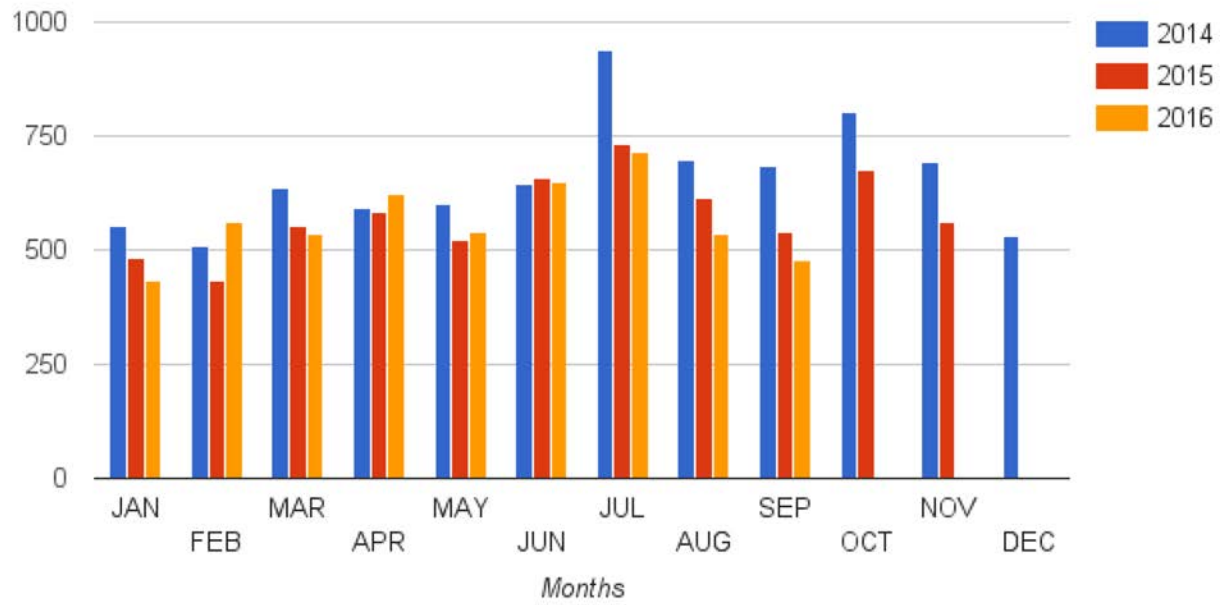
	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	2,059.79	3,005.00	-945.21
Appropriation - Operations	11,500.00	18,648.00	-7,148.00
Appropriation - Salary	26,925.99	39,577.00	-12,651.01
Total Town Appropriation	40,485.78	61,230.00	-20,744.22
Trust Fund Income	720.00	700.00	20.00
Gifts	100.00		
Fines	107.00		
Book Sales	50.34		
Interest Income			
Interest - Checking	0.78		
Interest - Savings	48.59	10.00	38.59
Total Interest Income	49.37	10.00	39.37
Misc Income	65.00		
Total Income	41,577.49	61,940.00	-20,362.51
Expense			
Salaries	26,925.99	39,577.00	-12,651.01
FICA	2,059.79	3,005.00	-945.21
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	320.45		
Books & Magazines	693.10		
Library Materials - Other	3,396.59	8,000.00	-4,603.41
Total Library Materials	4,410.14	8,000.00	-3,589.86
Telephone	436.03	540.00	-103.97
Electricity	931.09	1,700.00	-768.91
Fuel Oil	1,111.08	1,768.00	-656.92
Water/Sewer	400.00	500.00	-100.00
Supplies	492.09	800.00	-307.91
Postage	119.40	250.00	-130.60
Professional Activities	95.00	300.00	-205.00
Programs	319.67	400.00	-80.33
Furniture/Equipment	47.48	100.00	-52.52
Maintenance	909.98	1,800.00	-890.02
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	1,026.75	1,800.00	-773.25
Misc Expense	8.97	100.00	-91.03
Total Expense	40,293.46	61,940.00	-21,646.54
Net Ordinary Income	1,284.03	0.00	1,284.03
Net Income	<u>1,284.03</u>	<u>0.00</u>	<u>1,284.03</u>

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total</u>
Adult													
Fiction	182	184	166	188	160	171	261	179	112				1,603
Nonfiction	37	58	53	31	40	50	45	43	41				398
Audio	9	15	25	23	26	27	32	19	32				208
Movies	96	144	70	55	83	64	67	54	35				668
Children													0
Print	280	295	224	364	230	323	317	267	206				2,506
Movies	51	58	36	43	36	24	39	17	20				324
Audio	4	2	2	0	5	3	0	2	6				24
Magazines	139	162	103	116	117	74	84	75	52				922
Other	5	9	10	6	7	7							44
ILL													0
Loaned	in above #s												0
Downloadable 1/2 of Total	80	91	103	108	87	111	108	107	100				895
Stacks & New	54	36	32	40	47	81	89	86	81				546
Totals	937	1054	824	974	838	935	993	890	685				8,130
													0
ILL Borrowed	4	17	22	18	38	36	18	20	26				199
Computer Users	52	60	68	56	62	57	79	58	47				539
													0
Items Weeded	66	80	10	6	44	83	5	85	272	105			756
Volunteer Hours	30	40	29	38	48.75	66	27.25	28	17.5				325
													0
Programs													
Children's Programs	Cancelled-snow	1	1	2	0	3	4	1					12
Attendance	NA	6	4	47	NA	42	12	21					132
Adult Programs	1 & 1 canc.	4	12	7	6	10	1	1					41
Attendances	5	70	57	31	32	34	8	3					240
Meetings Held in Library	6	6	4	6	6	8	5	4	5				50

Circulation	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2014	991	1023	1066	922	1026	917	1235	1035	949	982	911	890
2015	984	782	902	945	890	940	1045	977	713	876	949	
2016	937	1054	824	974	838	935	993	890	711			

Visits	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2014	554	508	638	593	599	645	940	698	685	803	693	529
2015	483	436	551	583	523	658	734	612	538	674	561	
2016	434	563	534	623	538	648	717	535	477			





**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	1,847.03	3,206.00	-1,358.97
Appropriation - Operations	21,454.98	27,528.00	-6,073.02
Appropriation - Salary	24,144.86	42,120.00	-17,975.14
Total Town Appropriation	47,446.87	72,854.00	-25,407.13
Trust Fund Income	2,070.00	2,000.00	70.00
Gifts	964.00		
Fines	360.75		
Interest Income			
Interest - Savings	0.78		
Total Interest Income	0.78		
Total Income	50,842.40	74,854.00	-24,011.60
Expense			
Salaries	24,144.86	42,120.00	-17,975.14
FICA	1,847.03	3,206.00	-1,358.97
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	808.07	0.00	808.07
Books & Magazines	1,336.72		
Library Materials - Other	3,484.82	9,200.00	-5,715.18
Total Library Materials	5,629.61	9,200.00	-3,570.39
Telephone	1,015.68	1,200.00	-184.32
Electricity	2,315.70	3,000.00	-684.30
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	408.79	600.00	-191.21
Furniture/Equipment	792.58	950.00	-157.42
Elevator	834.64	1,700.00	-865.36
Maintenance	2,974.14	3,350.00	-375.86
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	489.24	1,800.00	-1,310.76
Misc Expense	0.00	100.00	-100.00
Total Expense	47,518.18	74,854.00	-27,335.82
Net Ordinary Income	3,324.22	0.00	3,324.22
Net Income	3,324.22	0.00	3,324.22