

Plainfield Public Libraries Board of Trustees

December 2, 2016, Philip Read Memorial Library

Draft Minutes

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

1:35 Call to order. Mark made a motion to approve the agenda. Jean seconded. Roll call vote:

Emily Sands – yes

Mark Pensgen – yes

Suzanne Spencer – yes

Jean Strong – yes

Nancy Liston - yes

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.

Administration

Suzanne requested that the board make a motion that the PRML Friends provide a copy of their by-laws before they were amended this past summer. She said she has asked for them three separate times in three separate public meetings and had not received them. Emily asked Nancy Liston if she had a copy of the bylaws from her previous role as trustee liaison to the PRML friends. Nancy Liston said she didn't have them. Mark suggested that as a nonprofit, the PRML friends bylaws may be required to be public document. Suzanne said that finding a copy of the original bylaws should not be a trustee responsibility.

Suzanne made a motion that the board make a formal request that the PRML friends provide a copy of their bylaws before they were amended this summer. Emily seconded. Roll call vote:

Emily Sands – yes

Mark Pensgen – yes

Suzanne Spencer – yes

Jean Strong – yes

Nancy Liston - yes

Emily asked that it be put in the minutes that she misspoke at the last public meeting when she stated that the MOU discussion had been going on for 18 or 19 months. The actual time frame had been about 14-15 months.

Emily gave Nancy Norwalk the choice of going into nonpublic session or keeping the discussion public for the next agenda item. Nancy Norwalk requested that it be public.

Emily said that the board has an agreement with Nancy Norwalk that limits employment after 12/31/2016. The agreement says that continued employment is at the discretion of the director. Emily said she has a letter from the current director who recommended that the position of associate director be discontinued after 12/31/2016. The letter notes that specific duties outlined in the associate director's job description have been completed with the basement and that other duties can be reassigned to other employees, so the position is not required. Emily opened the issue to board discussion.

Mark said that due to the nature of the agreement, 12/31 is a significant date. Mark clarified if the board was meeting to decide on that recommendation.

Nancy Norwalk asked what would happen to the position and who would handle the special collections. Emily said that the position would go away. Nancy Norwalk asked if there would be another position to take care of the special collections. Emily said not necessarily; it would fall to the director to take on the project or delegate it as appropriate. Nancy Norwalk asked if that meant that her position entirely would be gone. Emily said that that was the recommendation.

Nancy Norwalk asked for reasons for the recommendation; she felt that the job has not been finished because there is still a special collection. Emily said that the director feels that cataloging can be handled by current employees. Mark said that special collection is part of the library collection, and it's up to the director to manage it. There will always be work associated with the special collections.

Nancy Liston said that the collection is cataloged on paper. Mark said that the basement is fully functional and usable. There will always be change, but the initial push has ended.

Suzanne said that the agreement has an end date of 12/31. Emily said that the board's decision is to renew or extend the contract or not.

Nancy Norwalk asked if she could apply for a position if one opened up. Emily said yes. Jean asked if Nancy Norwalk could have an advisory position. Emily said that possibly yes, but that the board is only responsible for employment of the director. Jean said this didn't necessarily need to be a paid position.

Nancy Liston said that it's up to the director to decide where to get advice from; it's not the Trustees' role to instruct the director as to where to get advice.

Nancy Norwalk asked for clarification that if Mary's recommendation is accepted, she will be unemployed at the end of the month. Emily said no motion has been made, but if the board voted yes, then she would not be employed after the end of the month.

Emily made a motion to accept the director's recommendation to discontinue the position of associate director as of 12/31/2016. Mark seconded. Roll call vote:

Emily Sands – yes

Mark Pensgen – yes

Suzanne Spencer – yes

Jean Strong – yes

Nancy Liston - yes

Nancy Norwalk requested a public hearing. Emily noted that this was a contract decision, not a firing, and asked attorney Barry Schuster for clarification as to how the board should proceed. Barry Schuster said that Nancy Nowalk would need to determine how she would like to proceed. Barry said he couldn't provide any suggestions for what Nancy should do, as it was up to her.

Nancy Nowalk requested a copy of the director's letter, and Emily provided it.

Suzanne amended her previous motion to request that the board receive the friends bylaws before they were amended this past summer by the following Friday. Emily Sands seconded. Roll call vote:

Emily Sands – yes

Mark Pensgen – yes

Suzanne Spencer – yes

Jean Strong – yes

Nancy Liston - yes

1:53 Mark Pensgen made a motion to adjourn. Emily seconded. All voted in favor.