

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

February 8, 2016; 7:15 pm

Philip Read Memorial Library - Both Libraries Featured

Draft Minutes

Present: Trustees and Directors - Suzanne (by phone), Mark Pensgen, Emily Sands, Anita Brown, Mary King, director, Nancy Norwalk, director

Absent: Nancy Liston

Members of the Public: Ron Eberhardt, Dennis Girouard, Cindy Heath, Clint Swift, Bonnie Swift, Margaret Drye, Virginia Drye, Bev Widger

7:19 pm Call to Order – Trustees and Absent: Nancy Liston

7:15 – 7:20 pm Roll Call, approval of agenda

Suzanne made a motion that public comment be limited to public comment section of meeting. Emily seconded, all voted in favor.

7:20 pm Announce: Non-public session announcement (RSA 91-A:3) 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.

7:20 pm – 7:35 pm Public Comment – Questions about changing/shortening hours. Comments on Ruth Stalker’s retirement celebration. Question about credit card for Nancy Norwalk.

7:35 – 7:45 Friends Group Reports – update from Cindy Heath about fundraising.

7:45 – 7:55 pm Approval of minutes of previous meetings

12.14.2015 meeting – Emily made a motion to approve. Mark seconded. All voted in favor.

12.23.2015 Donation hearing – Emily made a motion to accept. Anita seconded. Emily, Anita, and Suzanne voted in favor. Mark abstained.

1.19.2016 meeting – Mark moved to accept the 1.19 minutes with corrected date. Emily seconded. Emily, Suzanne, and Mark voted in favor. Anita abstained.

Correspondence

- a. PRML: Donation of \$100 in memory of Al Grindle. Donation from PRML Friends Group of \$5000 to be used for baseboards and trim work estimated for \$3,000. The remainder would go towards an AV system. Mark made a motion to accept the donation. Anita seconded. All voted in favor.
- b. Written correspondence

7:55 pm – 8:25 pm

Reports

- A. Library Directors – Anita made a motion to accept the directors reports. Mark seconded. All voted in favor.
- B. Financial – Mark noted that the town passed a 2.5% increase instead of 2% budgeted. The board discussed having the finance working group decide how to reconcile the budget with the town raise level as well as address change in number of hours. Dennis requested that the board make a motion from the floor at town meeting to increase PRML’s hours back to 26. The board noted that the budget it already up 10% and there would be the same number of hours at each library. The board also noted that usage metrics are roughly the same at both libraries and questioned why one library should be open more than the other given those metrics. The board noted that any member of the public could make a motion from the floor at town meeting to increase the budget. Emily made motion to accept financial report. Anita seconded. All voted in favor.
- C. Working Groups
 - a. Policy - ADA Policy, 2nd read – Emily made a motion to approve the seconded reading with amendments. Anita seconded. All voted in favor.
 - b. Code of Ethics for Trustees – first read – Anita made a motion to approve the first reading with changes. Mark seconded. All vote in favor. The board plans to do a first read of a Library Directors code of ethics at the next meeting.
 - c. Meeting room policy will be discuss in the next meeting, hopefully with a first reading.
 - d. Bylaws will be discussed during the next meeting, hopefully with a first reading.

8:25 pm – 8:55 pm

Specific Items

- A. Special Collections Naming –Emily made a motion to name the special collections section of PRML in honor or Nancy Norwalk. Suzanne seconded . All voted in favor. The board noted that the naming is a testament to the number of years Nancy Norwalk has worked and the impact she has had on the library.
- B. Organization structure planning – The board received a request from Nancy Liston to be entered on her behalf. Suzanne made a motion to appoint Nancy Liston to research and propose an organizational structure for the Plainfield Public libraries to be presented and discussed with the public at a future meeting. Anita seconded. All voted in favor.
- C. KUA/Post Office Update
- D. Survey Results. The board will discuss posting the results online at the next meeting. The board thanked the volunteers for their hard work creating the survey and compiling the results.
- E. Staff Reviews – Directors will review library aides by the end of April.

8:45 pm

Go into Non-public session announcement (RSA 91-A:3, II(c)) , if necessary or Adjourn

Anita made a motion to go into nonpublic session (RSA 91-A:3, II(c)). Mark seconded.

Roll Call vote:

Emily Sands – yes

Mark Pensgen – yes

Anita Brown – Yes

Suzanne Spencer – Yes

Public session reconvened at 9:39 pm

Anita made a motion to seal the minutes from the nonpublic session. Emily seconded.

Roll Call vote:

Emily Sands – yes

Mark Pensgen – yes

Anita Brown – Yes

Suzanne Spencer – Yes

Mark made a motion to adjourn the public meeting . All voted in favor.

Adjournment at 9:39 pm.

Attachments:

Financial Reports [2]

Directors Reports [2]

Friend of PRML Donation Request for Trustee Acceptance [1]