

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
January 23, 2017; Philip Read Memorial Libraries
7:15 PM

Draft Minutes

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

Absent: Suzanne Spencer

Called to order 7:15

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Absent: Suzanne Spencer

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.

Discussion of Amending the agenda for friends report from Cindy Heath and Leeli Bonnie instead of names listed on agenda.

Nancy Liston moved to accept changes to agenda. Mark seconded. All voted in favor.

Emily made individual statement:

“Prior to the public hearing on Monday night Clint Swift was handing out flyers, copies of the letter from Phil Zea, I believe. During this process he approached my dad, whom he had never officially met before as far as I know. I understand it was a fairly jovial exchange, as Clint opened the brief conversation by mentioning that he had almost hit my dad with a golf ball once. But after the interaction was over, Clint turned around and stated under his breath “too bad I missed”, just loud enough so that my husband could hear him quite clearly, but my father could not.”

Clint Swift spoke out of turn.

“When my husband told us what had happened, we all had a good laugh about it. But as I thought about this incident, it started to bug me more and more. And I couldn't for the life of me figure out why this rather benign insult was making my blood boil. Clint says things that are much worse to me and the other library trustees on a regular basis. I'm sure he would disagree, but from my perspective I have seen Clint bully the board from the day I took the oath of office. He once burst out in the middle of a meeting to tell me, as the Chair, to pipe down during discussion about a heated topic. This is to say nothing of the way he touts his legal degree and vaguely threatens to take some sort of action if the Board doesn't do everything he thinks we should do. ...

Then eventually it dawned on me. Being critical of the library trustees was not enough. Clint actually viewed my family as fair game. He saw an opportunity to insult a 72 year old man simply for being related to me, and he actively took it, like a scab he just couldn't resist picking.”

Emily ended her remarks by asking for more civility, decency and respect.

Emily noted that the position regarding associate director will not be addressed tonight.

Public comment:

Bonnie Swift said she found statement offensive.

Rod Wendt said appreciates the board's willingness to endure relentless attacks from opponents. He praised the board's endurance and said he found the attacks mean-spirited. He thanked the board for having courage and backbone. He said would like to see the negative energy replaced with positive energy.

Karen Anikis thanked the board and Mary King.

Andrea Keen said she had positive feedback from her letter to the Valley News, including users of PRML and residents of Plainfield Village who are afraid to voice their opinions publicly.

Diane McDonald spoke out of turn to find out who Andrea Keen was. Karen Anikis spoke out of turn. Emily Sands asked them to hold comments until the end of the meeting.

Ron Eberhardt said that the select board unanimously supports the trustees.

Clint Swift says what has happened has not been pleasant for anyone and encouraged the trustees to adopt Brad Wilder's solution. He denied making the comment to Emily Sands' father. He praised Emily as chair and said she was trying to protect Nancy Norwalk.

Diane MacDonald read a letter asking the trustees to have Nancy Nowalk work in the special collections with Penny and Shirley.

Approval of Minutes

Emily made a motion to approve the 11/14 minutes, Nancy Liston Seconded. All voted in favor.

Emily made a motion to approve the 11/21 minutes. Nancy Liston Seconded. All voted in favor.

Emily made a motion to approve the 12/2 minutes. Nancy Liston Seconded. All voted in favor.

Nancy Liston made a motion to approve the 1/19 minutes. Emily Sands seconded. All voted in favor.

Moved to accept first 3 minutes by Emily, seconded Nancy. Reverse Nancy, Emily seconded.

Correspondence

Since our last regular meeting in November, the board received and responded to 3 Right to Know requests from Diane Rogers, Cindy Heath, and Susan Kahn.

The board received correspondence from: Clint and Bonnie Swift, Susan Kahn, Diane Rogers, Priscilla Eastman (Claremont, NH), Ruth Stalker, Kate Cricco, David and Sue Taylor, Phil Zea (Deerfield, MA), Shirley Hudson, Margaret Drye, Joan Bishop, Jane Fielder, Elizabeth Knox (Grantham, NH), David and Nancy Scott, Timothy Rub (Philadelphia, PA), Sarah Heath (Cornish, NH and Hamden, CT), Christopher Wright (Kalamazoo, MI), Jordan Green, Maryellen Sullivan, Jack Jacobsen (not local), Maryellen Morse Simonds, Samantha Green, Andrea Keen, Jean Thompson.

Donations were received and deposited by Mark from Mary.

Feb. 13 Meriden and March 13 Prml, 10 April Meriden. Moving time to 7pm.

Mary's directors report.

Labor inspection – An inspector visited and cited one of the PRML sheds and determined it to be too hazardous for employees. Brad Atwater was consulted and said he is not sure the building is worth fixing. The old PRML basement was also cited as unsafe for employees because of too much storage stuff. Mary King said that it needs to be cleaned out by the spring.

Special collection – Mary said that the software reviewed by Nancy was brief and not acceptable to her. Mary and Mike Sutherland are working with state technical services librarian to find software solution for special collection. Nancy Liston asked that we keep stats as to how often the collection is being used. Mary said to date no one has asked to have any of the cabinets unlocked to use the collection.

Finance Report

Mark said that for 2016 we were overspent at PRML and underspent at Meriden, so monies were transferred. Maintenance and telephone budgets were overspent. An exterior door at PRML is rotting and needs to be replaced. Mark said that \$5,000 was reserved by the town from the library budget to do it in 2017. Mark is doing final report for 2016 for town report; it will be one set of numbers for both libraries.

Nancy Liston expressed her appreciation for Brad Atwater's service. Emily indicated that despite criticism by some that the trustees favor one library over another, the trustees have been even handed in repairs to both building not favoring one over the other.

Policies

Because of a change in the law, trustees can go into non-public session to discuss legal advice even when legal counsel is not present. She put forward an amendment to the existing policy to allow for this type of non-public meeting.

Mark moved to waive reading of policy in total. Jean seconded. All voted in favor. Mark moved to accept amendment to non-public policy meeting. Nancy Liston Seconded. All voted in favor.

Projects

Special Collections - Mary is getting some one with expertise to evaluate special collection, including finding the value of the collection for even insurance purposes.

Meriden Village Study Update – The committee is winding up work. Charged with giving report for town report. Some recommendations included recommended negotiations with TDS for building and property access and reach out to other abutters. Emily suggested we invite Dewy Jones to report to us, possibly February.

Procedures – A fee schedule approved in 2012 that was the same at both libraries. However, PRML's schedule was not adhering to the approved schedule. Mary asked the board to approve a new schedule that would be for both libraries. Nancy Liston moved to accept Plainfield public library fee schedule by Nancy and seconded by Mark. Policy committee will meet to amended overall schedule.

Mary wants us to look at policy in future for officially exempting fines for staff, and trustees. Mary surveyed other libraries for this schedule of fees. There was also a discrepancy between the two libraries about fees, copy charges, and faxes. Nancy Liston made a motion to approve the Plainfield Public Libraries fee schedule as drafted. Mark seconded. All voted in favor.

Diane Rogers – shared her proposal to close the Meriden Library. She said the proposal was entirely her own. She said she would petition the town to vote at town meeting to close the Meriden Library.

Emily asked Ron Eberhardt to the trustees if he had any response as a select board member. Ron said that it was a matter for the library board to weigh in on.

Emily read statement from Suzanne Spencer who was not present: “From the beginning of 2010 through the end of 2015, circulation at the Meriden Library increased by 70%. During that same time period, patron visits increased by 27%. Community support for the Meriden Library is extremely strong and I do not agree with any proposal to close it.”

Mark said that the statistics and survey and found nothing in the data suggest closing the library.

Emily said she looked at the survey and showing poor results for service at PRML and those issues need to be addressed.

Jean said she would like to see the Meriden Library stay open and suggested grant money for ADA compliance. Jean said Hartford has five libraries and Orford has two.

Nancy Liston said that the two libraries are core elements in each side of town based.

Emily made a motion that the board not take up the proposal on behalf of the trustees. Mark seconded. Before the board voted, Diane said she wasn't asking the board to vote. Emily withdrew her motion.

MOU - Bev Widger collaborative meeting with Meriden meeting. Change to reflect friends only using money in support of library and Friends requirements. Jean moved to have Emily and Jean review and work with friends to finalize MOU. Nancy seconded. All voted in favor.

Bev said that her group voted already and would have to revote in March if there are any changes. Emily said that the board put a lot of work into the MOU more than a year ago, and any new changes would have to be approved by the board.

PRML Friends- reducing Parrish inventory. The friends received a \$6500 Dwinneil approved to repurposed for additional downstairs approval. There will be a Little Free Libraries meeting with Meriden. The Friends will work on pricing and specs for library needs and programming.

Emily asked for if the programming and library needs list came from Mary, as that's the director's job. Mary said she is working with the PRML Friends can have an advisory role. The friends can run some programs on their own as friends programs.

Nancy Liston raised the concern about programming happening on Sundays when the library isn't staffed. She also raised concern about too many committee meetings.

Cindy Heath said that there would be a separate account line for funding of scholarship versus support of the library needs.

They indicated they understood Mary leads the programming when concern raised.

Meriden Friends

Soup and Book event will be Monday 30th at PES.

Public comment

Clint Swift again denied saying anything to Emily's dad. He reviewed funding of the PRML library addition. He said that there is no need to have character assignation. He hopes for more pleasantries and resolving special collection issue.

Brad Thompson said that East Plainfield also uses the Meriden Library.

Doug Loudon said that he was surprised that his son-in-law relayed Clint's comment. He said that John is very honest and something was said which John Sands heard, and perhaps Clint said something without realizing it. He said that based on the survey, changes at PRML were necessary. The trustees represent the whole town and have been steadfast.

Clint Swift interrupted; Emily Sands asked Clint Swift to not speak out of turn.

Bonnie said that leaders are elected to lead. Positive meetings can't be lead unless we are positive. She criticized Emily for starting the meeting in a negative way.

Emily moved to adjourn and seconded by Mark. All voted in favor.

9:20 adjournment.

Plainfield Public Libraries

Director's Report

January 2017

Closed: Monday, January 2 (New Years) and Monday, January 16 (Martin Luther King Day)

Meriden Programs

Story Time 1/5, 12, 19, 26

Game Time 1/9, 23, 30,

Book Group 1/17

Special Programs

Beginners Bridge Class. A four week series of classes to learn the basics of Bridge met at the Meriden Library. There were 15 individuals that participated.

The Friends of the Meriden Library held their annual Soup and Good Books Event and Annual Meeting on Monday, January 30. The event was held at the Plainfield Elementary School. 5 children and 25 adults attended.

PRML Programs

Book Group 1/30

Felting 1.4, 11, 18, 25

Special Programs

Art Exhibit Opening Show was held on Saturday, January 14. 23 adults attended.

"Introduction to Mindfulness" was presented by Michael Denmeade on Sunday, January 29 from 2-4pm. 20 adults attended.

Activities

At PRML audio books in cassette format and videos in VHS format were removed from the shelves in the adult section. Both formats were removed from the Evergreen database.

Facilities

At PRML the process to rearrange shelving and books and DVDs in the adult section began.

**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	2,876.87	3,005.00	-128.13
Appropriation - Operations	18,500.00	18,648.00	-148.00
Appropriation - Salary	36,315.06	39,577.00	-3,261.94
Total Town Appropriation	57,691.93	61,230.00	-3,538.07
Trust Fund Income	720.00	700.00	20.00
Gifts	100.00		
Fines	185.95		
Book Sales	50.34		
Interest Income			
Interest - Checking	1.06		
Interest - Savings	63.16	10.00	53.16
Total Interest Income	64.22	10.00	54.22
Misc Income	65.00		
Total Income	58,877.44	61,940.00	-3,062.56
Expense			
Salaries	36,315.06	39,577.00	-3,261.94
FICA	2,876.87	3,005.00	-128.13
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	320.45		
Books & Magazines	693.10		
Library Materials - Other	6,843.28	8,000.00	-1,156.72
Total Library Materials	7,856.83	8,000.00	-143.17
Telephone	523.60	540.00	-16.40
Electricity	1,177.23	1,700.00	-522.77
Fuel Oil	1,451.08	1,768.00	-316.92
Water/Sewer	500.00	500.00	0.00
Supplies	613.90	800.00	-186.10
Postage	119.40	250.00	-130.60
Professional Activities	95.00	300.00	-205.00
Programs	355.60	400.00	-44.40
Furniture/Equipment	47.48	100.00	-52.52
Maintenance	1,209.98	1,800.00	-590.02
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	1,520.73	1,800.00	-279.27
Misc Expense	21.97	100.00	-78.03
Total Expense	55,684.73	61,940.00	-6,255.27
Net Ordinary Income	3,192.71	0.00	3,192.71
Net Income	<u>3,192.71</u>	<u>0.00</u>	<u>3,192.71</u>

**Plainfield Libraries
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	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	2,837.58	3,206.00	-368.42
Appropriation - Operations	35,107.44	27,528.00	7,579.44
Appropriation - Salary	38,384.65	42,120.00	-3,735.35
Total Town Appropriation	<u>76,329.67</u>	<u>72,854.00</u>	<u>3,475.67</u>
Trust Fund Income	2,070.00	2,000.00	70.00
Gifts	2,095.00		
Fines	421.15		
Interest Income			
Interest - Savings	1.12		
Total Interest Income	<u>1.12</u>		
Total Income	<u>80,916.94</u>	<u>74,854.00</u>	<u>6,062.94</u>
Expense			
Legal Expense	4,842.00	0.00	4,842.00
Salaries	38,384.65	42,120.00	-3,735.35
FICA	2,837.58	3,206.00	-368.42
Sick Pay	0.00	300.00	-300.00
Library Materials			
Audio/Visual	936.07	0.00	936.07
Books & Magazines	2,284.28		
Library Materials - Other	5,497.31	9,200.00	-3,702.69
Total Library Materials	<u>8,717.66</u>	<u>9,200.00</u>	<u>-482.34</u>
Telephone	1,588.61	1,200.00	388.61
Electricity	3,235.61	3,000.00	235.61
Fuel Oil	4,075.38	3,978.00	97.38
Water/Sewer	194.70	300.00	-105.30
Supplies	1,416.15	1,500.00	-83.85
Postage	166.50	250.00	-83.50
Professional Activities	993.90	300.00	693.90
Programs	741.61	600.00	141.61
Furniture/Equipment	1,294.68	950.00	344.68
Elevator	1,460.62	1,700.00	-239.38
Maintenance	4,792.82	3,350.00	1,442.82
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	2,788.42	1,800.00	988.42
Misc Expense	225.00	100.00	125.00
Total Expense	<u>78,755.89</u>	<u>74,854.00</u>	<u>3,901.89</u>
Net Ordinary Income	<u>2,161.05</u>	<u>0.00</u>	<u>2,161.05</u>
Net Income	<u><u>2,161.05</u></u>	<u><u>0.00</u></u>	<u><u>2,161.05</u></u>