

BOARD OF TRUSTEES
PLAINFIELD TOWN LIBRARIES
May 9, 2011; 7:15 PM
Draft Minutes

Attending: Anita Brown, Kimberly Moss, Mark Pensgen, Kara Toms, Bernadina Webber, Mary King (Director Meriden Library), Nancy Norwalk (Director Philip Read Memorial Library)

Members of the public: Dennis Girouard, Pam Abrahamson and Lee Abrahamson

A. Public Comments—none

B. Monthly Reports

1. Secretary's

MOTION—Mark moved and Kara seconded that the minutes from the April meeting be approved as submitted. The motion was unanimous and carried.

A copy of the letter sent to Matthew Houde was also submitted and is attached.

2. Treasurers'

Bernadina and Mark reviewed their submitted reports.

a. Merge Report

Two areas of concern were discussed:

1) Because of the increased price of oil and the long winter we have roughly \$200 remaining in the PRML budget for oil for the year. After discussion it was agreed that we approach the town making them aware that we anticipate being overbudget on oil for the year and ask for their input.

2) There is approximately \$15000 in the Library Building Repair Fund to which \$2500 is added each year. We have potentially \$7000 in repairs this year.

b. PRML Report

c. Meriden Report

MOTION—Mark moved and Bernadina seconded that the minutes from the April meeting be approved as reported. The motion was unanimous and carried.

3. Directors'

a. ML Report

Mary reviewed her submitted report.

She reported that about \$1500 was made at the Plant and Book Sale. Rachel Stoddard organized the Plant Sale. She asked that we think through other fundraising options as this is a lot of time and effort for very little work.

The updating of patron information and patron barcoding will be implemented in June. There was discussion as to volunteers from the Plant and Book Sale, the Meriden Library Association and the Long Range Planning Committee being the beginnings of a "Friends" group for the Meriden Library as well as when and how it would be appropriate to implement the group and 501C3 process.

The Meriden Library was awarded a grant from the Libri Foundation. \$350 from the Plant Sale will be used towards this grant. The Libri Foundation will match those funds 2-to-1.

Mary will be away May 12-16th and has substitution coverage.

b. PRML Report

Nancy reviewed her submitted report. The new figures on the Interlibrary Loan Van are

that materials are delivered at a cost of .41 cents per item.
The new website for the library is up. The new email will be director@plainfieldnhlibrary.org
Anita and Kara requested that Nancy include monthly statistics in her reports.

4. Facilities

a. Painting

Bernadina reviewed the submitted report.

The 3 bids for painting at PRML were reviewed. After discussion it was agreed that we needed more specificity on the window glazing and that is needed, each painter's availability and to make certain the bids were for the same service. We will make a decision at next month's meeting.

b. Fuel contract

MOTION—Kara moved and Mark seconded that we join one of the two fuel clubs Bernadina is checking into. The motion was unanimous and carried.

c. ML Long Range Planning

Kara reported that Judy Hallam met with Mark, Kara and Mary re: her concerns of the accessibility of the Meriden Library. Mark and Kara plan on "wrapping up" the Long Range Planning Committee and moving into the next phase of pursuing setting up a "Friends" group and accessing the funds to move forward with an addition or new building.

Scott MacLeay's request to consider closing the Meriden Library at the March meeting of the trustees was discussed.

d. PRML Building Committee—a report was submitted

C. Discussion of Role of Trustees/Directors (tabled at April meeting)

The roles of the Trustees/Directors were discussed. Bernadina suggested the board should set annual goals.

There was discussion as to whether or not the directors and trustees should be informed when the various subcommittees were meeting. No conclusion was reached.

B. Monthly Reports (continued)

5. Marketing—no report

6. Human Resources—Anita reviewed her submitted report. We need to update our volunteer form.

7. Policies/Risk Management—Anita reviewed the submitted report. Kim will be sending out the revised policies for review.

D. Plainfield Library

Nancy reported on the convention she attended. There is still some confusion re: the use of volunteers. It came to Nancy's attention that we need to add/update several policies including a confidentiality policy. There must be two people in the library at all times because of safety and for unattended children under age 18. There should be no volunteers under the age of 14 unless they are part of a large group supervised by an adult.

Nancy read Matt Houde's reply to our letter re: HB 2

Nancy requested that she and Diane attend a demonstration by a web-based automation vendor. This discussion was continued after the Meriden Library business and Technology report. It was decided that Nancy and Diane will not attend.

E. Meriden Library

Summer Reading Program

Mary requested that the meridenlibrary@comcast.net be used for all trustee business.

B. Monthly Reports (continued)

8. Technology—Mark reviewed the submitted report. There was discussion as to a collection policy and action plan for implementing the plan. After discussion it was agreed that both libraries would start patron barcoding. Nancy and Mary will work together to make it happen.

C. Plainfield Library (continued)

Nancy has scheduled staff training by the State Library IT expert on downloadable audio and ebooks for patrons either 6/16 or 6/23. She will attempt to schedule it in the afternoon so that some staff from the Meriden Library can attend.

Adjourn: 10:12pm

Next meeting: June 13; 7:15 PM; Meriden Library