

Plainfield Library Board of Trustees  
Draft Minutes of January 11, 2021  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director.

Meeting called to order by JW-P at 6:31 pm. Roll call of the Trustees was taken. Following the Selectboard's model, all attendees were asked to verbally confirm whether they were alone in the room or with someone else.

Public comment: Recently asked questions from Helen Koehler were answered by Shannon Decker, chair of the Building Committee. Each question was addressed; a written copy of the questions and answers is included as an addendum to these minutes and a copy of same placed in the correspondence folder at the Town Hall.

Vern Braswell asked questions about spending to date and wondered what's not included in the new building budget. Per JL, the budget is all-inclusive with the exception of solar panels for the building; the infrastructure will be in place for placement of the panels at a later date.

Vicki Ramos-Glew and Betsy Underhill expressed appreciation and gratitude to all the volunteers involved in the planning process.

Minutes of the December 14, 2020 meeting were moved, seconded and unanimously approved without discussion.

There was lengthy discussion regarding the Warrant Article for the new Meriden Library building, which asks the town for no new tax money, as the building will be constructed using privately donated funds. The article as currently written was read into the meeting by JW-P and shared on the screen for discussion. It is attached as an addendum to these minutes. Steve Halleran explained that the article is written to conform to DRA (NH Department of Revenue Administration) regulations. He also stressed that with the article as written there is no tax impact, but it allows for other already designated monies such as ADA funds to be applied. There were numerous questions about the ultimate cost of the project; fundraising continues so no final numbers are available at this time. JL made a motion to bring forward at the 2021 Town Meeting a Warrant Article to replace and build a new Meriden Library with no new tax dollars, with a non-lapsing appropriation until December, 2026. A voice vote of the Trustees was taken with JP voting against the motion, JW-P, JL, RM and AC voting in favor of the motion.

Updates from the Meriden Library Foundation and Building Committee were included in previous discussion.

Director's Report: No special programs were offered in December. Under Terri Crane's supervision, the library staff put together 78 make and take craft projects for town families. Make and take bags were also prepared for the senior luncheon thanks to funds from the Elizabeth Sweet Dunlop Foundation donation. Total 2020 circulation reflected only a small decrease (10% Meriden Library, 20% Philip Read Memorial Library) despite the months of

Covid closure of the libraries. Online circulation remains the same as last year; other Upper Valley libraries were down as much as 40%. Upcoming programs include, among other things, cookbook club, weekly story time, a tech program by Chuck McAndrew, and StoryWalk. MK stressed the importance of a library as community center and reiterated previous studies and surveys about library replacement done during her ten-year tenure to remind the public of the research done to support the need for the building replacement.

Financial Report: JL noted a \$100.00 donation to the Philip Read Memorial Library by Mike Sutherland. The New York Times online subscription continues thanks to the efforts of MK and a NH group of libraries who banded together and negotiated with the Times to moderate the cost. JL reviewed the year-end budget numbers and noted that over \$20,000.00 of the 2020 budget was returned to taxpayers. She presented a draft of the proposed 2021 budget for the annual town report.

Facilities Report: BA stated the elevator at the PRML was inspected and found to need a light bulb replaced. A previous issue with a dedicated elevator phone number was resolved.

Friends' Wish List: MK presented her wish list of items she has asked both Friends groups to support. These include an increase from \$500.00 to \$1,000.00 for the continuation of Hoopla, an extremely successful online program. Vicki Ramos-Glew stated the Friends of the Meriden Library will meet Monday, January 18<sup>th</sup>. Nancy Norwalk shared the Friends of the Philip Read Memorial Library will meet next month. Additionally, Nancy shared she has received lots of positive feedback about the painting of the library shed.

There was no additional public comment offered at the end of the meeting.

The next Trustees (Zoom) meeting is scheduled for the second Monday of the month, February 11<sup>th</sup> at 6:30pm.

Plainfield Library Board of Trustees  
Draft Minutes of February 8, 2021  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director.

The meeting was called to order by JW-P at 6:30 pm. Roll call of the Trustees was taken. Per new state regulations, Trustees and public attendees were asked to verbally confirm whether they were alone in the room or with someone else.

No public comments were offered. The agenda was adjusted to include a vote on the approval of the Warrant Article and unanimously approved. The January minutes were amended to reflect an incorrect date, and changes to the Warrant Article wording; they were unanimously approved as adjusted.

Correspondence: JW-P mentioned an email exchange with Eric Brann about his feelings concerning the Warrant Article for the building of the new Meriden Library. She will forward those emails to Michelle at the town office for placement in the correspondence folder. JL mentioned an email from Vern Braswell last month requesting clarification of spending to date on the new Meriden Library. The email was forwarded to Shannon Decker, building committee chair, for the answers, which are enclosed as an attachment. Vern shared he appreciated Shannon's thorough, transparent response.

The specific wording of the Warrant Article was extensively discussed and is included as an attachment to these minutes. There was an additional sentence added to the end of the article at the Selectboard meeting but the majority of the wording must remain as is per the NHDRA. The Trustees would like to see the sentence referring to the phrase "no new taxes" in boldface type to minimize resident confusion. The Selectboard voted for the Warrant Article two in favor, 0 against, one abstention. The Trustees vote to accept the article was four in favor, one against.

Building Committee update: things are moving forward. A structural engineer has been chosen by both the architect Jay Barrett (JB) and GeoBarns. We expect a contract from the architect in the next week. Working groups have been put together: the building engineering team (JL, BA [Brad Atwater] and SR [Shawn Rogers]); interior design team (MK, JL, TC [Terri Crane]); budget team (BA, JL, [Shannon Decker]). Weekly team meetings with JB and GeoBarns are anticipated. JL and BA will liaise at those meetings. The Building Committee has created an outreach committee consisting of SD, Suzanne Spencer, TC and Leeli Bonney. The goal is to have the design and construction budget done in early May to be ready for the June Town Meeting. JL shared monthly meetings with JB will help the Trustees stay up to date on the project, which would necessitate additional monthly administrative Trustee meetings. There was a brief discussion of whether the project could actually begin without all the pledges being collected as was stated at the 2018 Town Meeting; that will require further discussion. All pledge money goes to the foundation, not to the Trustees.

Bookkeeper: on a recommendation from MK, the position was discussed with Karen Johnson from Cornish. She recently started her own bookkeeping company, and is certified in quickbooks. References were positive: she's been great, takes initiative, community means a lot to her, works independently. Her rate is \$30/hr. MK suggested a "not to exceed clause" for hours for this year. A motion to accept the contract was made and seconded and unanimously voted in favor. To alleviate some of JL's responsibilities, AC will assume responsibility for online payment of the monthly bills starting asap.

Policy: JP had distributed prepared drafts of a safety policy and a fiscal policy for discussion. MK noted that per the Department of Labor, an organization with fewer than fifteen employees falls under the Town's safety policy. Since the Town's current safety policy is quite old, there was general agreement that it should be updated and perhaps in the interim the existing personnel policy might address some issues. However, it was suggested that the timing is suboptimal right now with all the attendant responsibilities of Covid and the upcoming new building construction and a motion was made to table discussion of the policies.

Director's report: MK shared that programs in January, Masked Reads, curbside pickup are going strong, and programs are under discussion for the for the next couple months, spring and summer.

Treasurer's report: JL reported a \$60.00 donation to Philip Read from Chris Wright. She deposited \$102 from the Meriden Library fines/lost book fund. There were no additional questions when the regularly scheduled audit was performed by Plodzick and Sanderson.

No other committee reports were presented.

Friends' reports: per SD, FOML will do their popular Soup and Good Books virtual Tuesday February 16th, recipes will be disseminated if you sign up. Nancy Norwalk shared that the Philip Read friends donated six boxes of discarded books to Mt. Ascutney Hospital; they also voted to give MK the money that had been requested for the wishlist for their library. A committee was formed to address a multifaceted celebration of the Philip Read's one hundredth birthday. There was a question about providing the Friends with a receipt for the Hoopla money; MK will work it out with Hoopla.

No public comment was offered at the end of the meeting.

Dates were discussed for the next meetings. Monday, March 8th at 6:30pm is our regularly scheduled Zoom meeting, with a potential date of Tuesday, March 2nd as an interim meeting if needed. Following monthly meetings remain the second monday in the month, but moved to Monday April 5th to meet the requirement of meeting within 30days after the March 9th Town vote.

A motion was made, moved, seconded and unanimously approved to adjourn the meeting at 8:20.

