

Plainfield Public Libraries Board of Trustees

May 6, 2013

7:00pm – Philip Read Memorial Library

PRML featured

DRAFT

Attending: Anita Brown, Mark Pensgen, Suzanne Spencer, Hillary Sundell, Nancy Norwalk (Director of PRML Library); Absent: Nancy Liston (traveling)

Members of the Public: Dennis Girouard

- A. Call to order & approval of agenda– 7:05 pm
- B. Public Comments – Dennis asked about the current issues with the automation. PRML stopped barcoding at the end of February. Nancy discovered problems in the fall. There were some simple ones that were easy to fix, but others continued. Meriden had some of the same problems; however, PRML's were more severe and caused problems with duplications in Howe's system. Howe requested PRML to stop. Mark said that as more libraries came online, the problem became exacerbated. As a first step, only records found in the Howe system will be re-entered. Pam Miller of Hanover did a training session at PRML last Thursday. PRML staff and volunteers are marking books that are not in the Howe system to go back and catalog later. As we are using Howe's system, we have to follow their requirements and protocols. Mark said there were some procedure changes based on training. In the fall, Nancy Liston and Hillary did training with Mary and Nancy to see if they were entering data correctly. Hillary said the training was the same.
- C. Working Groups
 - Financial – Hillary and Mark
 - Policies – Hillary and Nancy
 - Technology – Mark and Nancy
 - Marketing – Suzanne and Hillary
 - Facilities - Anita
 - HR - Suzanne and Anita

Other Responsibilities

- Nancy Liston trustee liaison to building committee for PRML
 - Anita Trustee Liaison to PRML and Meriden Library friends group
- D. NHLTA 2013 – Made session choices.

- E. Minutes of Previous Meeting, April 8 approved with corrections, pending Mary King's approval next week.
- F. Correspondence –Nancy received a \$100 donation from the Hanover Gardening Club for gardening and nature books.
- G. Director's report – accepted as read.
- H. Financial Report – accepted as read.
- I. We discussed consolidating magazine purchases. PRML buys them individually and checks have to be written for each subscription. Meriden purchases them via a service where the library pays one bill. PRML's subscriptions can be transferred to this service if we want. We would write one check to the vendor for magazines that are available (some local ones may not be). Nancy will send Mark a spreadsheet with PRML's current subscriptions and costs. Mark can get a quote for the July meeting and the trustees can decide whether or not to move forward with it.
- J. Specific items:
 - a. Nancy vacation in July
 - b. Approved estimate for \$134.50 plus one additional ballast from Joanna to replace ballasts in several locations.
 - c. Nancy was looking into getting credit cards for both libraries. Nancy pays for small things and gets reimbursed. Mascoma, where we do our banking, does not issue credit cards, but CSB (Meriden's bank) does. Discussed debit cards. Questioned if Debit cards would work for online purchases. Mark will talk with CSB. Discussed the need for policies surrounding the use of credit cards.
 - d. Nancy presented stats on PRML's webpage.
 - e. One employee's pay is incorrect. Mark will address it with Michelle Marsh.
- K. MOTION – to adjourn moved and seconded. The motion was unanimous and carried.

Adjournment at 8:14pm

Attachments;

Treasurer's Report (2)
Philip Read Memorial Library (3)
Meriden Library (3)
ADA Report (1)