

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

March 7, 2016; Meriden Library

7:00 PM

Draft Minutes

Present: Mark Pensgen, Anita Brown, Emily Sands, Suzanne Spencer, Mary King, director, Nancy Norwalk, director

Absent: Nancy Liston

Members of the Public: Steve Halleran, Ron Eberhardt, Terri Crane, Bev Widger, Rod Wendt, Brad Thompson, Clint Swift, Bonnie Swift, Diane Rodgers, Pennie Armstrong, Amy Lappin, Susan Russo, Diane McDonald, Fiona Tilles, Larry Rodgers

7:06 pm Call to Order:

A. Roll call, approval of agenda – All voted in favor to accept the agenda.

c Suzanne made a motion to keep public comment to sections of the agenda designated for public comment. Anita seconded. All voted .

B. 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.

Public comments – Bonnie Swift filed two complaints: one for not getting back to her about documents that she said were missing, the second about complaint about an email trustee Nancy Liston sent from her private email account about a submission that didn't appear in Plainfacts. The board said that it checked the correspondence at PRML and no correspondence is known to be missing. If any specific piece of correspondence is missing, anyone can contact the board about it and the board will act to replace it. The board will take both complaints under advisement.

Friends -

A. Meriden – planning poetry night in April.

B. Philip Read – Task force for activities.

Administration

A. Approval of February Minutes – Mark made a motion to accept both sets of February minutes. Emily seconded. All vote in favor.

B. Correspondence - emails from Bonnie Swift and Maria Guzman

C. Donations \$240 in honor of Al Grindle. Suzanne made a motion to accept the donation. Anita seconded. All voted in favor.

D. Other- Suzanne made a motion to ask the town moderator to moderate one or two meetings in the spring. Mark Seconded. All voted in favor.

7:45-8:00 pm Reports

A. Directors (Norwalk and King) Anita made a motion to accept the directors' (King written and Norwalk verbal) reports. Mark seconded. All voted in favor.

- B. Financial (Pensgen) – upcoming vacation. Emily made a motion to offer 2.5 percent raise to all employees as of April 1, commensurate with the passing of the budget. Anita seconded. All voted in favor. Anita made a motion to accept the treasurer’s report. Suzanne seconded. All voted in favor.

Projects—Near Term

A. Policies

- a. ADA Policy— Anita made a motion to dispense with the full reading of the ADA policy. Suzanne seconded. All voted in favor. Emily made a motion to accept the full reading of the ADA policy. Anita seconded. All voted in favor.
- b. Trustee Code of Ethics—Second read – Suzanne made a motion to dispense with the full reading of the policy. Anita seconded. All voted in favor. Suzanne made a motion to add clause about staff evaluations back in. Mark Seconded. All voted in favor.
- c. Meeting Room—Suzanne Spencer made a motion to approve the first reading. Emily seconded. All voted in favor.
- d. Library Director Code of Ethics—Anita made a motion to accept the first read with changes. Emily seconded. All voted in favor.

Discussions

- A. Town Survey—Review and possible approval for posting for the public. The trustees thanked the volunteers who put the survey together and compiled the data.
- B. Library director position
 - a. Public
 - b. Trustee discussion

Trustees will try to meet later in March to finalize job description. Any meeting – board or working group – will be legally publically warned.

8:51 pm Mark moved to adjourn, Emily seconded. All voted in favor.

Attachments: Directors report [1]
Financial Report [2]