

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
December 12, 2011; 7:00 PM – Meriden Library  
Approved 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 Finance Committee: Stephen Beaupre, Scott MacLeay, Christie Danen, Joe Bretton, Jean Strong

Members of the public: Pam and Lee Abrahamson, Russ Kelley

A. Call to Order—7:05 pm

B. Public Comments--none

C. Monthly Reports: Receive reports and take any action required

1. Secretary's

MOTION— Kara moved and Bernadina seconded that the minutes be received and approved as submitted. The motion was unanimous and carried.

2. Treasurers'

MOTION— It was moved and seconded that the reports be accepted. The motion was unanimous and carried.

3. Directors'

MOTION— It was moved and seconded that the minutes be received and approved as submitted. The motion was unanimous and carried.

D. New Business

1. Finance Advisory Committee

a. Discussion of 2012 Library Budget

Mark reviewed the proposed 2012 budget with the Finance Committee. Mark will email the report to committee members. Steve Beaupre inquired as to the circulation statistics at each library. The Library Directors' reports including these statistics were reviewed with the Finance Committee, showing circulation consistently increasing at both libraries. These reports will also be emailed to the Finance Committee. Steve emphasized the importance of the libraries as a community center and meeting place. Both Directors reviewed the programming/services provided at each library. Steve and Scott MacLeay asked what future plans were for each library. Philip Read will resume

construction of the basement in the spring of 2012 as the funding of the Friends of the Library (PRML) allows. At Meriden Library, ADA compliance is still a concern. Scott asked that when the trustees reach the point of deciding the next phase of the Meriden Library plan that the issue be brought forward with the town starting with a study group and public forums to research the issue before implementing a finalized plan.

#### E. Old Business

##### 1. Drafts of policies

###### Use of Library Materials

The policy and fee schedule drafted by Bernadina and reviewed by the trustees at the September 12, 2011 meeting was reviewed and discussed with the Library Directors.

MOTION— Kara moved and it was seconded that the loan period for magazines be changed to 1 week. The vote was Yes-3, No-2. The motion carried.

MOTION— Kara moved and it was seconded that the loan period for movies be changed to 1 week. The motion was unanimous and carried.

##### 2. All staff meeting

As we did not review the Personnel Policy with the Library Directors at this meeting the staff meeting will be rescheduled to January 21, 12:30-2:00 pm.

##### 3. 2012 Budget

Mark reported that when checking the 2012 Budget approved at last month's meeting the numbers changed very slightly. This was due to some errors in formulas and double counting of the sick/vacation pay line item in the 2011 Philip Read numbers. He discovered that sick/vacation pay at Philip Read had been counted twice. The new appropriation is \$111,149.

H. Next meeting: January 9, 2012; 7:15 PM; Philip Read Memorial Library

Adjourn 10:09 pm

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
November 22, 2011; 7:15 PM – Meriden Library  
Approved 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

A. Call to Order—7:22pm

B. Public Comments--none

C. Monthly Reports: Receive reports and take any action required

1. Secretary's
  - a. Approval of November 14 minutes

MOTION— It was moved and seconded that the minutes be received and approved as submitted. The motion was unanimous and carried.

D. Old Business

1. Scheduling luncheon/meeting with staff

The Library Directors will check with their staff re: availability for a staff meeting either 12/17 or 1/7.

2. The Finance Committee will attend our 12/12 meeting. We will begin the meeting at 7:00pm.
3. Continuation of Budget 2012 Discussion—Bernadina & Mark

Discussion of the 2012 Budget for the libraries was continued from our last meeting.

MOTION— Kara moved and Bernadina seconded asking for a total appropriation from the town of \$114, 623 for the 2012 budget. The vote was 4—Yes, 1--No. The motion carried.

E. New Business--none

F. Next meeting: December 12, 7:00 PM; Meriden Library

Adjourn 9:22pm

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
November 14, 2011; 7:15 PM – Philip Read Memorial Library  
Draft Minutes

Attending: Anita Brown, Kimberly Moss, Mark Pensgen, Kara Toms, Bernadina Webber (arrived at 7:25pm), Mary King (Director, Meriden Library), Nancy Norwalk, (Director, Philip Read Memorial Library)

Members of the public: Dennis Girouard (arrived at 7:30pm)

A. Call to Order: 7:21pm

B. Public Comments--none

C. Monthly Reports: Receive reports and take any action required

1. Secretary's

a. Approval of October 10 minutes

MOTION— It was moved and seconded that the minutes be received and approved as submitted. The motion was unanimous and carried.

b. Approval of Sealed minutes from September 20 meeting

MOTION— It was moved and seconded that the minutes be received and approved as submitted. The motion was unanimous and carried.

c. Approval of October 19 Special Meeting

MOTION— It was moved and seconded that the minutes be received and approved as submitted. The motion was unanimous and carried.

d. Approval of Sealed minutes from October 19 Special Meeting

MOTION— It was moved and seconded that the minutes be received and approved as submitted. The motion was unanimous and carried.

2. Treasurers'

Mark reported that he has purchased new laptops—one for each library. Philip Read reimbursed Mark. Meriden Library will reimburse Philip Read.

MOTION— It was moved and seconded that the reports be accepted. The motion was unanimous and carried.

3. Directors'

Emily's Electric will come on Friday to finish the electrical work at Philip Read Memorial Library.

MOTION—It was moved and seconded that the November reports from the Philip Read Memorial Library be received and approved. The motion was unanimous and carried.

MOTION—It was moved and seconded that the November reports from the Meriden Library be received and approved. The motion was unanimous and carried.

D. Committee Reports:

1. Policies—No written report

We will review polices at the December meeting. As we have several polices to review, please let Anita know of any policies that you feel are a priority.

2. Facilities—No written report

The Energy Audit for Philip Read is scheduled for 11/22. All the storm windows must be shut and it appears that some have been painted shut. Kara will contact Thom Lappin and ask him to come back and fix the windows so that they can all be open and shut properly for the audit.

Kara will be meeting with the new (interim) road agent to discuss putting in the parking lot at Meriden Library.

3. Technology—No written report

The consortium agreement with Howe Library has been signed. Nancy and Mary met with Howe Library 11/9. We are waiting on contracts to arrive from the service provider, Equinox. Mark will be ordering scanners and desktop computers for each library.

E. Old Business

1. Drafts of policies which were sent to all for review and comment—  
TABLED until December meeting

F. New Business

1. Budget 2012—Bernadina & Mark

After looking over the proposed budgets for each library, a discussion was initiated which focused on setting priorities in spending and goals for each library. As the line items in each library's budget vary, it was agreed the Mark and Bernadina meet again with the Directors to match line items and develop budgets that will be within a 6.5% increase that would not include a salary increase at this time. We will meet again 11/22 at Meriden Library at 7:15pm.

G. Go into non-public session per RSA 9-A:3 II

MOTION—It was moved and seconded to go into non-public session per RSA 91-A:3 II (c). The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

Return from non-public session per RSA 9-A:3 II

Discussion centered on the lower level egress construction of Philip Read Memorial Library. It was voted that we secure the contract with Estes & Gallup for the work to be started in the spring of 2012, getting multiple bids on any line item we request. The motion was unanimous and carried.

H. Budget meeting: November 22: 7:15PM; Meriden Library  
Next regular meeting: December 12: 7:15 PM; Meriden Library

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
Non-Public Session

November 14, 2011; 7:15 PM – Philip Read Memorial Library  
Draft Minutes

Attending: Anita Brown, Kimberly Moss, Mark Pensgen, Kara Toms, Bernadina Webber  
(arrived at 7:25pm)

Update on building at PRML

3 different contractors were contacted and did not submit bids. Anita and Bernadina met with John from Estes & Gallup. Bernadina updated us on that meeting.

MOTION— It was moved and seconded that we secure the contract with E&G for the work to be started in the spring getting multiple bids on any line item we request. The motion was unanimous and carried.

MOTION—It was moved and seconded to return to public session per RSA 91-A:3 II. The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

Adjourn—10:00pm

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
September 26, 2011; 7:15 PM

*Draft Minutes*

Special Meeting: Philip Read Memorial Library

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

Absent: Mark Pensgen

Members of the public: Dennis Girouard

A. Call to Order—7:17 pm

B. Public Comments

C. Monthly Report: Receive

1. PRML Director's Report

Nancy reported that the average for story time during the summer was about 20 children. The average theater attendance was 70 attendees per show. The attendance for the marionette show for the 250<sup>th</sup> celebration was over 100.

Nancy is not sure if Thom Lappin has finished the painting PRML. A new bid will need to be done for finishing the trim on the back door and repainting the front door.

2. PRML Statistics

MOTION— It was moved and seconded that the September reports from the director be received and approved as amended. The motion was unanimous and carried.

D. Discussion of Philip Read Memorial Library—Nancy

a. Update on activities

Nancy is working on scheduling adult programming as follows:

10/26 Author Adell Farley Harvey will do a reading

In October or November Sarah Gillens will do a presentation on her trip to Scotland.

Joyce Hanley will do a presentation on her African Safari Trip (the date for this is still to be determined).

The book discussion group has resumed after a summer hiatus.

Carol Greenan and Diane Rogers 4-20 children ran story time this summer with an attendance of between and 4 and 20 children each time.



b. Library needs

Maintenance Needs

Nancy brought the following items to the Board of Trustees as maintenance needs for the library:

- 1) Put a request for bids from window washing companies to wash windows inside and out. Volunteers not working out on this for various reasons.
- 2) Painting as outlined above under her monthly report.
- 3) The flag and pole need to be replaced. Several options were discussed to reduce the wear and tear.
- 4) The outside faucet needs to be replaced or repaired.
- 5) A gooseneck faucet in bathroom as originally planned.
- 6) The front railing needs to be painted.
- 7) Some basement window frames need repair.
- 8) Some window screens need to be repaired/replaced.
- 9) The outside drains need to be cleaned prior to the winter.
- 10) The bike rack needs painting
- 11) The door on the south side of the building needs weather stripping.
- 12) The trap door in front of the elevator needs an interior paint touch up.
- 13) Anita had suggested a covered cabinet built to hide the recycling bins in the front entry way.
- 14) The wooden rails alongside the brick walkway are rotting away and may need to be replaced or the walkway may need to be redone.
- 15) The railings of the interior stairways need a touch up of paint.
- 16) The lighting in front room and ballast are in need of repair. We will have Joanna Sharf give us a bid on this.
- 17) Light sensor in the elevator so that the light only goes on when the elevator is in use. Nancy will ask the elevator company if this is even possible or within code.

Nancy will divide the above list into items volunteers could do, items that need a bid and items to submit to Dave Grobe for a bid

Dennis Girouard has agreed to take care of the following items:

- 18) The front railing needs to be tightened..
- 19) Paving put under the outside sign.
- 20) Finish painting the shed.
- 21) Fix the book drop.

c. Library Wishes

Maintenance Wishes

- 1) A motion detector light for the book drop in back of the library. Nancy will also include this on the bid from Joanna Sharf.
- 2) The staff has requested door alarms to alert them as to when someone is coming in an entrance. The Facilities committee will check into what options are available.

- 3) A rug cleaner or steamer for the children's room and the floor mats.
- 4) A hook-up for generator:
  - Option 1) A hook-up to keep furnace operating and prevent the pipes from freezing
  - Option 2) A generator hook-up to meet the standards to serve as an emergency shelter.

Selectman Rob Taylor has mentioned this Nancy. This could be discussed with the Selectmen at the meeting 10/19 that the Board of Trustees are scheduled to attend.

Nancy will include this in the bid request to Joanna Sharf and ask her to let us know the proper wattage of the generator with each option above.

#### Other Wishes

- 1) Increase library hours and/or administrative hours.

The staff is short on time due to increased patron visits and the need to assist them. Anita discussed the need for the staff to keep a "time log" of their duties/activities to verify the need for increased hours.
- 2) Finish the downstairs.

#### Upcoming Workshops/Conferences

- 1) Small Library Summit—April 2012
- 2) Annual National Public Library Association Conference in Philadelphia through 1/12/2012 \$215 plus travel and lodging for approximately 3 days. The benefit is that the focus is entirely on public libraries. Nancy will get concrete costs as well as the programming and what she feels would be of benefit.
- 3) There will not be a New Hampshire state conference for 2012 (usually ~\$90).

#### Automation

Nancy met with Mark and Kim last week to develop an automation timeline for Philip Read Memorial Library. This initial timeline would have PRML "going live" towards the end of the summer. This timeline is without doing an inventory. Nancy is still not sure it would be best to skip doing an inventory. She is concerned about the how "clean" the data will be. There are several issues that we aren't clear on and are hoping to resolve in a conference call with the service provider, Equinox, sometime next week. We do know that we would save a \$1400 "dedup" fee by putting the state records for both libraries into the system at the same time. Nancy is now comfortable with volunteers being involved in the process. Based on sample inventories completed by both Nancy and Diane and Kim and Mark it would take roughly 150 hours to complete the bar-coding and uploading of records into the system. It would take roughly another 300 hours to complete an inventory.

Nancy does not feel that we should have to adjust the budget to provide for the automation project. It should be a separate line item.

Nancy would like to consult our technology volunteer in some of the hardware decisions re: the automation project, Des Hudson.

- d. Requests for now and upcoming years

## Short and Long Term Goals

- 1) Automation—see above
- 2) Finish Basement
- 3) Increase in hours—see above

## E. Facilities

Bernadina has secured fixed pricing on fuel oil at \$3.61 per gallon. We need to approve this.

MOTION— Anita moved and Kara seconded that the September reports from the director be received and approved as amended. The motion was unanimous and carried.

## F. New Business

There was discussion re: the approach to budget process. We will continue this discussion at the regular October meeting.

G. Next regular meeting: October 10--7:15 PM; Meriden Library

Adjourn—9:27pm

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
September 12, 2011; 5:45 PM – Philip Read Memorial Library  
WORKING MEETING

(Realizing that policy development is time-consuming, we decided to have this meeting be a working meeting only to revise and draft policies—new and old. No other library business was discussed. Our intention was to have a full set of policies drafted which would then be reviewed and commented on by the library directors at a separate public meeting.)

Attending: Anita Brown, Kimberly Moss, Mark Pensgen, Kara Toms, Bernadina Webber

Members of the public: Dennis Girouard

A. Call to Order 5:57pm

B. Public Comments--none

C. Policies

Initial drafts of the following policies were presented and discussed as follows:

1. Personnel (presented by Anita and Kim)

A draft policy was passed out.

A statement will be added under Section II.A.1 re: the use of the internet.

Further research on statement “f” under Section II.A.2 will be done.

Further research re: the State of NH being an “at-will” employer will be done under Section II.B.1 and a statement will be added.

Mark suggested considering a mandatory retirement age under Section II.D.

Research will be done on the legality of a mandatory retirement age.

Under Section IV, Mark and Bernadina will compare the current policies at each library regarding paid leave time and research the fiscal impact of providing paid leave time to part-time employees.

Under Section V.E, research will be done to coordinate this statement with the policy on Gifts.

2. Technology (presented by Mark)

Sample policies were shown from Howe and Vineyard Haven libraries. He will combine elements from these policies along with the current “Internet Use” policy that Philip Read Memorial Library has.

3. Collection development and maintenance (presented by Mark)

Sample policies were shown from Howe and Lee libraries. He will combine elements from these policies to create a policy for our libraries.

4. Automation

After discussion, it was felt that this is not really a policy, but a plan to implement automation and was being addressed in our efforts to implement automation.

5. Risk management (presented by Kara)  
Sample policies were shown from River Falls, MidHudson, and Abbott libraries. She will combine elements from these policies to create a policy for our libraries. She will also check with the town safety committee to see if the town has an applicable policy in place.
6. Use of library and library materials (presented by Bernadina)  
A draft policy was passed out. After discussion, minor changes were made to the draft and a draft fee schedule was agreed upon.
7. Hours of operation  
This was addressed under in the “use of library and library materials” policy.
8. Reference service  
After discussion it was agreed that this policy was not necessary and will be tabled.
9. Investments (RSA 35:9 re: Trust Funds)  
Mark has not yet drafted this policy. Discussion on this policy will be tabled for a future meeting.
10. Unattended children (presented by Kara)  
Sample policies were shown from Howe and Abbott libraries. She will combine elements from these policies to create a policy for our libraries.
11. Behavior in the library (presented by Kara)  
A sample policy was shown from Howe library. She will use this policy to create a policy for our libraries. She will also check to see if there is an applicable Plainfield Town ordinance.
12. Gifts/grants acceptance and disposition (presented by Mark)  
A sample policy was shown from Howe library. He will use this policy to create a policy for our libraries and include Howe and include a reference to RSA 202-A:4-c voted on at the 1995 Plainfield town meeting.
13. Interlibrary loan  
This was addressed under in the “use of library and library materials” policy.
14. Cooperation with other public and non-public libraries and other agencies  
It was agreed that the statement under our current bylaws was adequate.
15. Relations with Friends of the Library (presented by Bernadina)  
A draft policy was passed out. Discussion on this was initiated, but tabled for a future meeting.

NOTE: As the time was late, the following policies were tabled for future discussion:

16. Investments (RSA 35:9 re: Trust Funds) (Mark)—tabled
17. Meeting room use
18. Public relations and publicity
19. Marketing and merchandizing (Bernadina)
20. Utilizing legal services (Mark)
21. Services to schools and specialized groups (Kara)
22. Payment of dues, continuing education and mileage for staff and trustees (Mark)
23. Retention of records (Anita)
24. Review of policies (Anita)

Adjourn 10:12 pm

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
August 8, 2011; 7:15 PM – Meriden Library

MINUTES

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

Members of the public: Pam and Lee Abrahamson

A. Call to Order—7:20 pm

- a. There will be a non-public session with library directors attending.

B. Public Comments—none

C. Monthly Reports: Receive reports and take any action required

1. Secretary's

A letter confirming Thom Lappin's bid for painting at PRML was sent out the week of July 25. Minutes from the 7/11/2011 meeting were approved with the following amendments:

- 1) The sealed minutes at 6/13/2011 meeting were approved.
- 2) Approval of sealed minutes from the 7/11/2011 meeting was discussed during non-public session at the end of this meeting.

MOTION— It was moved and seconded that the minutes from the July meeting be received and approved as amended. The motion was unanimous and carried.

2. Treasurers'

Bernadina reported that she is moving data from PRML into Quickbooks. She mentioned that the budget had not changed substantially since last month. She will email a revised report to reflect a balance column.

Mark had just received the ML report and noted very few changes. He will email the report to everyone.

MOTION— It was moved and seconded that the reports be received and accepted. The motion was unanimous and carried.

3. Directors'

Downloadable audio and ebook stats are now available. So far this year the libraries combined have 51 unique patrons that have checked out 376 audiobooks and 101 ebooks with an average cost of \$5.39 per patron. These statistics are comparable to libraries in similar sized towns.

Bev Widger has offered to meet with the Board and present her comments from a recent meeting with a labor law lawyer and respond to any questions the Board may have.

Kara was concerned that the 4th of July visits counted by PRML skewed the data; however, Nancy and Anita explained that patrons used the library like they do any other day with books being checked out, the Children's room being utilized, trash stickers being sold, etc.

MOTION— It was moved and seconded that the reports be received and approved. The motion was unanimous and carried.

D. Committee Reports: Receive reports and take any action required

1. Policy & Risk Management

Ideas for the evaluation process were discussed.

Mark and Anita agreed to do the performance reviews.

The idea of patron evaluation/review or comment form was discussed. Bernadina agreed to set up patron comment cards/boxes at each library as part of Marketing.

MOTION— It was moved and seconded that the Board implement a patron comment card/box at each library. The motion was unanimous and carried.

Kara suggested that the Library Director evaluation include one or two criteria on collaboration between the two libraries. Anita and Kim will add some comments and present them to the Board for their consideration.

Mark suggested meeting with the staff to explain the evaluation process. After discussion it was agreed to that the Board would use the staff meeting to explain the job evaluation process and get input/feedback from the staff. Kara will look into scheduling a "staff meeting luncheon" on 9/24 at 12:30 pm with 10/1 as an alternate date. Anita and Kara will form a working group to plan and organize the event.

Anita will send out a draft of the Personnel Policy. The Board and Library Directors will provide feedback on the Library Director job description. The Board will provide feedback on the personnel policy and job evaluations. Feedback is due by 8/15 to all concerned and Anita/Kim will compile the notes and submit revised documents. The goal is to have all documents approved at the September regular meeting.

MOTION— It was moved and seconded that the report be received and approved. The motion was unanimous and carried.

2. Marketing [no report]

Facilities

We are waiting for the heating oil rate from Pyrofax for PRML. Pyrofax is coming next week to inspect the oil tank and hook-ups. Bernadina has asked Mark Overman to come and finish the book drop in the circulation desk at PRML.



Kara recommended that we lock a fixed rate with Simple Energy for heating oil for Meriden Library. The current rate is \$3.69.

MOTION— It was moved and seconded that we lock the fixed rate with Simple Energy for heating oil for the Meriden Library. The motion was unanimous and carried.

MOTION— It was moved and seconded that the verbal report be received and approved. The motion was unanimous and carried.

Technology—After a brief discussion, the report was unanimously approved.

MOTION— It was moved and seconded that the report be received and approved. The motion was unanimous and carried.

#### E. Old Business

##### a. Board of Trustees photo

A photo of the Board of Trustees was taken for the library websites.

#### F. New Business

##### a. Personnel Evaluation forms—draft

See prior discussion under Policy & Risk Management

##### b. Personnel Policy—draft

See prior discussion under Policy & Risk Management

##### c. Bulletin Board Policy—draft

It was agreed to add language in regards to prohibiting political advertising. Posters will be limited to legal size (8.5X14) paper. After discussion it was agreed to have a business card binder at each library.

##### d. Other Policies

Bernadina is working on the “Reconsideration of Materials” policy. She verbally reviewed the policy she has drafted. Kara pointed out that we need to address the downloadable collection maintained by the State in our policy. Nancy suggested looking at the wording used in our current by-laws. She also suggested looking at the ALA form.

Bernadina also worked on the “Use of Library Materials” policy.

After discussion it was agreed that Bernadina will check the tax rate per patron for the libraries and use that information to decide on a fee for non-resident use.

Anita will send out a list of which policies each Trustee is working on.

As we continue to work on drafting policies, Mark encouraged us to keep in mind the purpose of a library—how libraries serve the “greater public”—and to step back and consider if we are being too confining in our policies.

It was agreed to use the 9/12 meeting to review the policies that have been drafted.

e. Bev Widger speaking to us re: Labor Law.

Bernadina will clarify with Bev whether the information she has to share will apply to our situation before deciding to schedule a time for her to present to us.

G. Go into non-public session per RSA 9-A:3 II

MOTION—Kara moved and Bernadina seconded to go into non-public session per RSA 91-A:3 II (c) with Library Directors attending. The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

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

Discussion regarding volunteers and the Confidentiality Law:

MOTION— Anita moved and Bernadina seconded that we adopt the following policy re: volunteers:

All staff and volunteers and will sign a confidentiality agreement.

All volunteers will be assigned to specific job duties at the discretion of the Library Director.

The motion was carried with 4 “yes” votes and 1 “no” vote.

MOTION—10:06 pm It was moved and seconded to return to public session per RSA 91-A:3 II.

The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

MOTION—10:07 pm Anita moved and it was seconded to go into non-public session (Board of Trustees only) per RSA 91-A:3 II (c). The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

MOTION—Bernadina moved and it was seconded to return to public session per RSA 91-A:3 II.

The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

MOTION—It was moved and seconded per RSA 91-A:3 III to state that the minutes would be sealed from the non-public session. The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

Adjourn: 10:47 pm

Next meeting: September 12; 7:15 PM; Philip Read Memorial Library

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
July 11, 2011; 7:15 PM—Philip Read Memorial Library

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

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

A. Call to Order 7:20pm

B. Public Comments: none

\*Mark asked if the meeting format could be announced at the beginning of the meeting in reference to going into non-public session. He suggested that the directors and members of the public would be free to leave during this time if they wanted to. The rest of the trustees were in agreement. It was decided that that the format of the meeting would be stated when the meeting is "called to order."

C. Monthly Reports:

1. Secretary's: Minutes from the June meeting were approved with the following changes:

- a. Jean Thompson was added as a member of the public.
- b. Under public comments "Dennis also requested to record and post minutes to a public website" changed to "Dennis also requested to post the recording of the minutes to a public website."

2. Treasurers' Report: accepted with the following clarifications

- a. Bernadina asked for clarification on the Meriden Library maintenance line item. Mary and Mark explained that the electrical work and painting were paid from this line item.

3. Directors' reports: accepted with the following comments

- a. All reports will be made available to the public on the library websites.
- b. Bernadina questioned if the statistics for both libraries are parallel - are we comparing apples to apples? Mary said that she does not include Inter Library Loans in the circulation numbers and Nancy does. Mary will start counting them as part of the circulation numbers.
- c. Mark suggested creating a standardized form for the directors' reports in order for the directors to know what should be reported. He mentioned that he would draft a report for all to review.

D. Committee Reports

1. Policy & Risk Management: Anita reported that she and Kim have been working on revising the policies, but that they need help. Therefore, each trustee will be taking on several policies and should bring suggested updates on the policies to the next meeting. Some helpful policy resources are Keene and the State Library.

2. Marketing:

- a. We would like to spread the word about the availability of the downloadables.
- b. Meriden Library is now able to suppress the recipient list in emails.

c. Special recognition goes out to Mike Sutherland for all of the work that he has done on the websites.

d. There is now a trustee email account from which the trustees should be receiving emails.

### 3. Facilities

a. Thom Lappin will be painting PRML in August. A formal letter will be sent to Thom confirming that we have accepted his bid.

b. ML has a new book drop that Thom Lappin made. It is a dramatic improvement from the old one.

### 4. Technology

a. Evergreen has outlined a proposal for Open Source. A meeting date needs to be set for the directors, Mark, Kim, Howe representatives, and Evergreen.

## E. Old Business

1. The trustees voted "No" on the decision regarding posting audiotapes of board meetings to the public library websites.

2. Everyone present signed the policies that were revised and approved in the June meeting.

## F. New Business

1. Regarding the Confidentiality Law of employees and volunteers, Bernadina went to a workshop by the Department of Labor for clarification. She was told that a volunteer cannot "deny an employee the opportunity to work more." They also said that it is only a problem if an employee complains. In terms of confidentiality (mainly working the circulation desk), it is only a problem if a patron complains that their confidentiality was violated. Hence, the Best Practices for Volunteers was issued from the State to help protect libraries. Mark mentioned that definitions of volunteer jobs and paid jobs may need to be developed. Kara felt that both libraries should have the same policy regarding volunteers having access to patron records (working the circulation desk).

2. The Board Meeting format was reviewed. Mark felt that they are inefficient, without a "flow." He suggested that there may need to have additional meetings to focus time for each library. Anita felt that the extra meetings would give the trustees a more in-depth learning experience of each library. Bernadina felt that more meetings are needed in order to focus on each library. Kara agreed because she felt that the libraries are getting short changed in an effort to have efficient meetings. Extra meetings have been scheduled in September to deal with this.

3. Activities for the 250th for the ML have been fine tuned regarding the ice cream truck.

4. The Town Energy Committee wanted to send in a proposal for a free energy audit, limit was for three buildings. They chose the Town Hall, Town Garage and Philip Read Memorial Library. All the trustees voted "Yes" to the request from the Town Energy Committee to be included in the free energy audit proposal, which will hopefully be approved.

5. Anita brought up for discussion on how to respond appropriately and in a timely manner to public comments. She felt that the trustees should have a response to queries presented to the trustees—even if more thought or research was required. Discussion followed with the end result being that on quick easy responses that they

could be handled at the same meeting. For other comments or questions that need more time, it would be noted that the trustees would acknowledge the issue and respond accordingly; i.e. a case-by-case basis. Mark felt that a "canned" response was unnecessary though some response was needed.

G. Non-public session per RSA 9-A:3 II(c)

MOTION—Mark moved and it was seconded to go into non-public session per RSA 91-A:3 II (c). The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Anita-Yes. The motion was unanimous and carried.

MOTION—Bernadina moved and it was seconded to return to public session per RSA 91-A:3 II. The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Anita-Yes. The motion was unanimous and carried.

MOTION—It was moved and seconded per RSA 91-A:3 III to seal the minutes from the non-public session. The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Anita-Yes. The motion was unanimous and carried.

Adjourn: 9:54pm

Next meetings:

August 8, 7:15 PM: Meriden Library (regular meeting)

September 12, 7:15: Philip Read Memorial Library (regular meeting)

September 20, 7:15: Meriden Library (focus meeting)

September 26, 7:15: Philip Read Memorial Library (focus meeting)

BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
June 13, 2011; 7:15 PM—Meriden Library  
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, Suzanne Spencer, Andrea Keen, Jean Thompson

A. Call to Order 7:19pm

B. Reaffirm "Memorandum of Agreement" (unanimous agreement at July 26, 2010 Joint Trustee Meeting)

Anita read the above document. It was agreed that we have operated thus far according to the agreement, but that there was a need to communicate our activities and goals more directly with the public. It was agreed that formal goal setting will be put on next month's meeting agenda.

MOTION—It was moved and seconded that we reaffirm the "Memorandum of Agreement". The vote was unanimous and carried.

C. Public Comments

Dennis Girouard submitted a letter to the board encouraging the board to evaluate "Plainfield's, need or ability to fund, two libraries". Dennis also requested to post the recording of the minutes to a public website. After input from the public and discussion amongst the board it was agreed to research the idea and make a decision at the July meeting.

Suzanne and Andrea liked the idea of a general or "bullet point" summary being posted on the library websites, PlainFacts and/or Facebook pages. The board liked this idea and will implement this as well as posting minutes of the trustee meetings to the town website.

D. Monthly Reports: Receive reports and take any action required

1. Secretary's

Minutes from the May meeting were approved with the following amendments:

- 1) The Treasurers' reports were "accepted" and not "approved".
- 2) Under the Plainfield Library discussion Nancy's explanation of the legal requirements for volunteers under the age of 14 with service organizations was clarified.

MOTION— Mark moved and it was seconded that the minutes from the May meeting be accepted as amended. The motion was unanimous and carried.

## 2. Treasurers’

Mark reported that he discussed with Steve Halleran both libraries being over budget re: fuel oil. Steve said that he is aware of it as the town has similar concerns and said that we should continue to be frugal. Steve indicated that there is a means to appropriate emergency funds. Miscellaneous expenses are up for the Meriden Library which reflects the purchase of Meriden Library tote bags for sale. Money from sales would offset the purchase.

Bernadina asked if we should move money from the maintenance budget to fuel to cover increased fuel expenses. It was agreed that we should not change the accounting. She also asked the Directors for a clear accounting of substitute hours.

MOTION—Anita moved and seconded that the Treasurers’ Reports be accepted as reported. The motion was unanimous and carried.

## 3. Directors’

MOTION—Kara moved and was seconded that the Directors’ Reports be accepted as reported. The motion was unanimous and carried.

## E. Committee Reports:

The issue was brought up regarding notification of subcommittee meetings. There is a difference in the interpretation of the law vs. what was relayed at the May NHLTA conference. As for now, we will continue operating the subcommittees as “working groups” that bring recommendations to the Board.

### 1. Policy & Risk Management

MOTION —It was moved and seconded that the report be accepted as reported. The motion was unanimous and carried.

### 2. Marketing—It was decided that we will set up trustee email addresses through the websites (one for each trustee and one general one that the public can use to email the trustees). We will set up an auto-response to public inquiries that their inquiry will be addressed at the following meeting and in this way we will adhere to the “right-to-know” law by avoiding private conversations.

MOTION —It was moved and seconded that the report be accepted as reported. The motion was unanimous and carried.

### 3. Facilities

Bernadina will investigate the index that the Fuel Club uses to set their fuel oil prices.

MOTION —It moved and seconded that the report be accepted as reported. The motion was unanimous and carried.

MOTION —Kara moved and Mark seconded that Thom Lappin be hired to complete the painting at PRML. The motion was unanimous and carried.

#### a. PRML Building Committee

MOTION —Kara moved and it was seconded that the report be accepted as reported. The motion was unanimous and carried.

4. Technology

MOTION —Kara moved and it was seconded that the report be accepted as reported. The motion was unanimous and carried.

F. Plainfield Libraries

None

G. Old Business

a. Discussion & vote on revised Library By-Laws (presented at May 2011 meeting)  
The following amendments were made to the Library By-Laws as submitted at the May 2011 meeting:

- 1) The Library names were added to the Library Directors' names on the signature page
- 2) 1.C was changed to read:  
“ To seek to identify community needs, and to assemble and organize books and related materials in order to promote and stimulate knowledge, wisdom, culture, enjoyment and continuous self-education for all residents equally as applicable according to state/federal statutes.”
- 3) Section V. D—“New Hampshire Library Development System” was changed to “New Hampshire Library System”

MOTION —Kara moved and Bernadina seconded that the bylaws be adopted as amended. The motion was unanimous and carried.

H. New Business

Kara requested that we take a photo of the Board for the website(s) prior to next month's meeting.

I. Non-public session per RSA 9-A:3 II(c)

MOTION—Anita moved and it was seconded to go into non-public session per RSA 91-A:3 II (c). The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

MOTION—Bernadina moved and it was seconded to return to public session per RSA 91-A:3 II. The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

MOTION—It was moved and seconded per RSA 91-A:3 III to seal the minutes from the non-public session. The vote was as follows: Mark-Yes, Kara-Yes, Bernadina-Yes, Kim-Yes, Anita-Yes. The motion was unanimous and carried.

Adjourn: 9:27pm

Next meeting: July 11; 7:15 PM; Philip Read Memorial Library



BOARD OF TRUSTEES  
PLAINFIELD TOWN LIBRARIES  
May 9, 2011; 7:15 PM  
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 over budget 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 accepted 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 12-16<sup>th</sup> and has substitution coverage.

b. PRML Report

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

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](mailto: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 should 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 (per federal law) unless they are part of a school-to-work program or service organization that is 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](mailto: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

**Board of Trustees  
Plainfield Town Libraries**

Minutes  
April 4, 2011

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

Absent: Mark Pensgen, Bernadina Webber

Members of the public: Dennis Girouard, Pam Abrahamson and Diane Rogers, Suzanne Spencer

Convene 7:10pm

Public Comments

There were no comments from the public.

B. Monthly Reports

1. Secretary's

The minutes were approved with the correction that reports are to be sent to both Board members and Library Directors.

2. Treasurers'—approved as submitted

3. Directors'

Kara requested that the directors' reports be read. Anita summarized Nancy's report.

Nancy brought to our attention that the state legislature is proposing cuts in the library budget that would re-designate the funding for 3 of the state library's interlibrary loan vans. It was decided that Kim would seek input from both Nancy and Mary in drafting a letter from the trustees to Senator Matt Houde outlining the impact this cut in service would have on our libraries.

Kara then requested that Mary read her own report. Mary reported that at the meeting of the Meriden Library Association meeting 3/22/2011 it was decided to move ahead with forming a formal "Friends of the Library" group with 501C3 status. She also reported being impressed with the program given 3/29/2011 by Upper Valley Digitals. They offer several "tech talks" for a fee of \$75 each, providing a slide presentation and handouts for attendees.

It was noted that there was difficulty opening and reading some of the files. It was agreed to send reports in 97-03 doc or excel form or pdf.

Both Directors' reports were approved as read.

4. Facilities

Kara read her report. Nancy reported that PRML already has an emergency plan, and that PRML has committed the outside painting needed to Glen Ricard after bids placed last fall. After discussion it was voted to pay the septic repair costs out the Building Repair Trust Fund.

Facilities report approved as given.

5. Technology—No report submitted

6. Marketing

The Meriden library website and the town website need to be updated with the new Trustee Board Members. Mary will be meeting with Mike Sutherland tomorrow and will ask him to update the websites. PRML has begun posting the agenda for the board meetings on the website. Meriden is working on having that ability. Nancy reported that she and Bernadina met with the webmaster to discuss technology and content changes to the PRML website. Kara reported that Meriden has a Facebook page. Nancy reported that PRML has one as well, but that not much has been done with it.

7. Human Resources

Anita reported that the pay raises for the library employees will begin April 1<sup>st</sup>. Anita is reviewing the benefit/personnel package for town employees in preparation to update the policy for the libraries. Nancy reminded us that now that we have found paid substitutes we need to establish a pay scale for them. Mary and Nancy reminded us that we had set the pay rate averaging the current aides pay with minimum wage. A letter needs to be sent to the town with a pay scale for the substitutes.

8. Policies/Risk Management

Anita and Kim will set a date to meet and review policies.

C. Meriden Library

1. 4/30 plant and book sale

Mary reported that she is still recruiting volunteers. It will be from 9am-2pm in the Grange. The Plant sale will be in a tent set up outside and is being run by Rachel Stoddard. Mary will send out emails requesting help from volunteers and trustees as needed. She is also hoping to organize a “Cookie Walk.”

2. Tom Powers’ presentation

Tom is the author of “The Killing of Crazy Horse.” Mary has been trying to schedule this for several months and is now looking at May as the soonest possibility. She is hoping to have the presentation at the Aidron Duckworth Museum.

3. Old/New Business

Mary suggested that we start looking into a fuel contract for next year. She has looked into the Claremont Fuel Club. It was suggested that since Diane Rogers is on the Energy Committee and it is meeting Thursday that she take the gallons of oil used for each library to the meeting and see if they had suggestions.

D. Plainfield Libraries

1. 250th Anniversary plans

PRML has scheduled puppeteer Dan Grady. Meriden is considering scheduling the "Good Humor Man" for Saturday afternoon. Mary has a display planned for their display case. She is working with the Grange and Aidron Duckworth Musuem.

2. Spring "walk-a-bouts"

After discussion it was agreed that as the trustees in charge of Facilities, Bernadina and Kara, would schedule "walk-a-bouts" with the directors at each library.

E. Discussion of Role of Trustees/Directors

This discussion was tabled until all the trustees were in attendance. We will put it on the agenda for May.

F. Next meeting: May 9, 7:15 pm Philip Read Memorial Library

After discussion, it was agreed that to accommodate the schedules/staffing in both libraries we would schedule meetings the 2nd Monday of each month at 7:15 pm. We will coordinate the meeting to be held at the library that is first on the agenda for that month.

Focal points for May meeting

Fuel contract

"Walk-a-bouts"

Update on Library legislation

Summer Reading Program

Adjourn 8:20 pm