

Plainfield Public Libraries

Board of Trustees

December 8, 2014; 7:00 pm; - Meriden Library

Both Libraries Featured

Approved January 12, 2015

Attending: Suzanne Spencer, Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell, Mary King – Director of Meriden Library, Nancy Norwalk – Director of Philip Read Memorial Library

Members of the Public: Ron Wendt, Susan Nugent, Maria Guzman, Cindy Heath, Beverly Widger, Clint Swift, Bonnie Swift, Dennis Girouard

Call to Order: 7:07pm

Roll Call & Approval of Agenda

Announcement of Non-public session if necessary; RSA 91 – A-:3 II

- (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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

Chair announced; that public comment will only happen at the end of the meeting, so, please hold any questions or comments until then.

Chair queried the Board about an Item not on the Agenda; to decide on future meeting dates. Board decided to discuss and decide now. It was decided that; January 5, 2015 would be a public meeting on the Ramp for Meriden at Meriden Town Offices – time to be determined.

January 12, 2015 – To be a joint meeting at PRML, Mary will be a little late due to the annual Friends Meeting. Future meetings will be decided at that time.

Discussion on possible day tours or meetings at other libraries in the area, Norwich?

A. Approval of previous Minutes

- a. October 15, 2014 – BOT Minutes

Discussion on sentence to be changed describing public comments occurring during regular meeting time, and unrecognized by the Chair.

At this time a member of the public said "Excuse me"

Chair responded "Sorry, we are not taking public comment"

"We are not taking public comment"

"Thank you"

Member of the public continued.

Chair responded "Would you please leave the meeting?" was said 3 times.

"Do you want me to call the police?" was said 2 times.

Member of the public responded "Oh please do call the police"

Chair responded "We are going to do that." Chair proceeds with phone call

Member of the public "Aren't the meetings recorded? You can use the recordings and..."

Chair " Please Leave, Please Leave"

Member of the public "And then you wouldn't take so long doing this? Take it verbatim from the recording..."

Chair connects with Police Department and calls to say that we are having a public meeting and an individual keeps interrupting, disorderly conduct issue. Please send an officer.

Meeting Suspended.

A. Return to Meeting 7:42pm.

- a. Discussion proper wording of suspect sentence in 10/15/14 minutes.

MOTION made to accept minutes of October 15, 2014 as amended and seconded. Motion unanimous and carried.

- b. Discussion on Minutes for October 20, 2014 minutes.

MOTION made to accept minutes of October 20, 2014 and seconded. Motion unanimous and carried.

- c. Discussion on Minutes of November 3, 2014

MOTION made to accept minutes of November 3, 2014 and seconded. Motion unanimous and carried.

- d. Discussion on Minutes of November 10, 2014

MOTION made to accept Minutes of November 10, 2014 and seconded. Motion unanimous and carried.

Trustee Hillary asked to read a statement concerning the procedure for correcting and posting the minutes. See attached.

B. Correspondence

- a. E-mail from Clint Swift discussed and attached.

C. Donations

- a. Discussion on gift from the Friends of PRML and anticipated and unanticipated funds. Mark discussed the problem with the check being deposited prior to being accepted, that the procedure was not followed. Nancy N. felt that because the check was part of the anticipated funds for this year 2014 budget, no public meeting would be required. The process of accepting donations of over \$5,000. was discussed.

Interruption to provide the Plainfield Officer with list of attendees for tonight's meeting, and also to borrow Dennis's recording of the proceedings afterwards.

Anita spoke after briefly scanning the Trustees Guide for NHLTA (New Hampshire Library Trustee Association) She felt that we were ok with the anticipated funds, and she felt that what should have happened was that a heads-up when the invoice was presented would have been advisable. 2 issues; that we have the funds for 2014, and that we anticipate funds for 2015. Should not anticipate for the entire project as we do not have the monies.

Mark mentioned that there was not clear communication as to the disposition of the funds donated by the Friends of PRML. Nancy N. mentioned that the money that was raised was for the bookcases downstairs has been discussed for years and was the original plan. Mark felt that there was not a clear communication to the board as to disposition of the funds from the Friends of PRML. Nancy N. replied that the whole fund raising project by the Friends was for the bookcase in the basement. More discussion about designation of gifts, if not used for purpose, should be given back to donors.

Clarification on age groups to use downstairs area was asked for and answered.

Anita asked for clarification on issue.

Nancy N. mentioned that there was a time constraint with the contractor.

Mark to check with Terri Knowles, or the Town Attorney. Reiteration on the responsibility of the board to oversee what happens at the libraries. Discussion on the disposition of the downstairs area of PRML. Use areas; new technologies, bookshelves, useable areas. Discussion on good faith efforts for use of monies.

MOTION made by Mark “that we return these funds that have been deposited in the bank to the Friends until such time as we know whether we can accept them, what the legally correct process is to accept them and we authorize their purpose.” Nancy Liston seconded.

VOTE as follows:

Mark Pensgen	Yes
Susan Spencer	Yes voted this way because doesn't see any way around this legally, audit coming up.
Nancy Liston	Yes vote made because it is separate from the concern of looking at the basement concern, would like to see it completed, voted this way because of the process.
Anita Brown	Abstain
Hillary Sundell	No

Vote Carries

D. Reports

a. Directors

- i. Meriden – some discussion
- ii. PRML – some discussion on issues with Evergreen.

MOTION made and seconded to accept the Directors reports. Motion Unanimous and carried.

b. Treasurer

- i. Discussion on fuel oil, last fill-ups, end of year bills, elevator check-up due. Summary for PRML is in good shape. Nancy N. needs to research and purchase chairs that have been budgeted. Discussion on what we need for the libraries, and what would be the best way to go. Chrome books for each library, or towards salary money for automation, or to replace books that have been weeded. Nancy N. suggested the possibility of encumbering funds into the next year. Meriden - Still over on fuel oil, and under electricity. More bills still pending. It was mentioned that Meriden could use the heat pump downstairs, Painting upstairs, shades and lights. PRML – Air Conditioner, either a Warrant Article or budget? Mary - To keep in mind extra hours needed to fix the brief records. Discussion on timing as to budget submission and when warrant articles need to be submitted. Should have together by January meeting. It was suggested that the Directors submit a wish list for any surplus for end of year. Mark to work with Directors on these items. Mark to keep Hillary in loop. It was mentioned that the air conditioning in Meriden was provided by private funds, and that we should think about that when proposing the same for PRML.

MOTION made and seconded to accept the Directors reports. Motion Unanimous and carried.

c. Working Groups

- i. Automation Committee met. Discussion on how to correct brief records. Need to set up a meeting. Part of problem, some records are being set up when there is already a record available.
- ii. Internet Use Policy - first read. See attached. A few edits were made. Discussion on who would be deleting files after use that have been made on internet, and whose responsibility it is to keep it clean. End of day routine? With written instructions? Discussion on written acceptance by patron obsolete. Change “customer to patron”. Hillary to make changes.
- iii. Discussion on strategic planning and survey and timing – website request for a committee/volunteers. Anita to follow up.
- iv. It was mentioned that we need to place signed collection policy in each of the libraries books. Hillary will provide copies.

E. Specific Items

- a. Time Studies – Suggested to see percentages of time used rather than actual hours, it was noted that both Directors are very busy and it will take a little while to see an overall flow of time usage.

Video of Modern Libraries was shown.

Floor opened to Public Discussion

Chair mentioned that only one question/statement from each public would be entertained.

Questions on if the Book Shelves have been on the plans for so long, why is there an issue? Answer, these plans are 10 years old, want to make sure that it is relevant to this day and time. The strategic plan should help us meet the needs of the public of today.

Follow-up question on timing on whether it was possible to have a parallel plan to the strategic plan, as we all know that strategic plans can take some time?

Discussion on funds being returned to the Friends, It was mentioned that the Friends will be waiting on recommendation from the board as to how this gift will be used.

Discussion on the original agreement from the town – as to no public funds being used to finish the basement. Is there a downside to not putting this into the budget?

More discussion on Anticipated funds – regardless of gifts from donors.

Thoughts on having an informal discussion between BOT and Friends and the public and have a “work it out” instead of sending it back and forth. Can formalize later.

Thought on why it still needs to be all on the Friends for these funds.

The challenge would be to staff the downstairs – back to use of the downstairs.

Follow-up on incident earlier with the escort out of a member of the public by the Police.

Concerns of length of time that strategic plans might take when trying get these things done. Ie. Holding hostage.

More discussion on the fire exit and the bad timing and expense that was unanticipated.

Question and discussion on KUA’s issue with Post Office.

9:47 pm – **MOTION** to go into Non-Public Session: RSA 91 – A:3, II (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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

Time ? - Back in Public Session

MOTION – *To seal non-public minutes per RSA 91-A:3 III – Minutes of meetings in nonpublic session shall be kept and the record of all action shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in non-public session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any other person than a member of the public body itself, or render the proposed action in effective....*

VOTE as follows;

Suzanne Spencer	Yes
Anita Brown	Yes
Mark Pensgen	Yes
Nancy Liston	Yes
Hillary Sundell	Yes

MOTION unanimous and carries

Time - **MOTION** to adjourn, made and seconded, unanimous and carried

Attachments; Director reports

Treasurer Reports

Secretary's statement

E-mail from Clint Swift

hs

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
December 2014
Activities for November 2014

1. Automation: The Evergreen system was down several times this month. The volunteers have caught up to Hillary and Nancy. I would appreciate it if Hillary and Nancy could come in when I am there and we could go over the items I have questions about. The volunteers are anxious to get back to work. Mary spent two hours checking various items. Mark installed the anti-virus program to the computers that needed it. I could not access the new Google account. I receive a not found message and looking at the list of Plainfields, the only Plainfield pertaining to us is the Web Page and the Wikipedia info.

2. Programs: The Foot Clinic continues to be popular, with appointments already set for January. The monthly book discussion was held. The Friends took part in the Grange Christmas Bazaar.

The "World of Thanks" honoring the staff and volunteers organized by the Friends was very successful. It was well organized and attendees had a wonderful time. They want it repeated again next year.

Five groups used the meeting room. I was pleased that the Selectmen held their regular meeting here.

Halloween was successful as always. Adults appreciate the chance to take a break and have a drink. It's always fun to see the children's costumes. The Hodgemans helped and took photos as usual.

3. Maintenance: The locksmith was here to retake measurements for the downstairs doors and will order them upon approval from Estes and Gallup.

The ceilings in the two original rooms were painted.

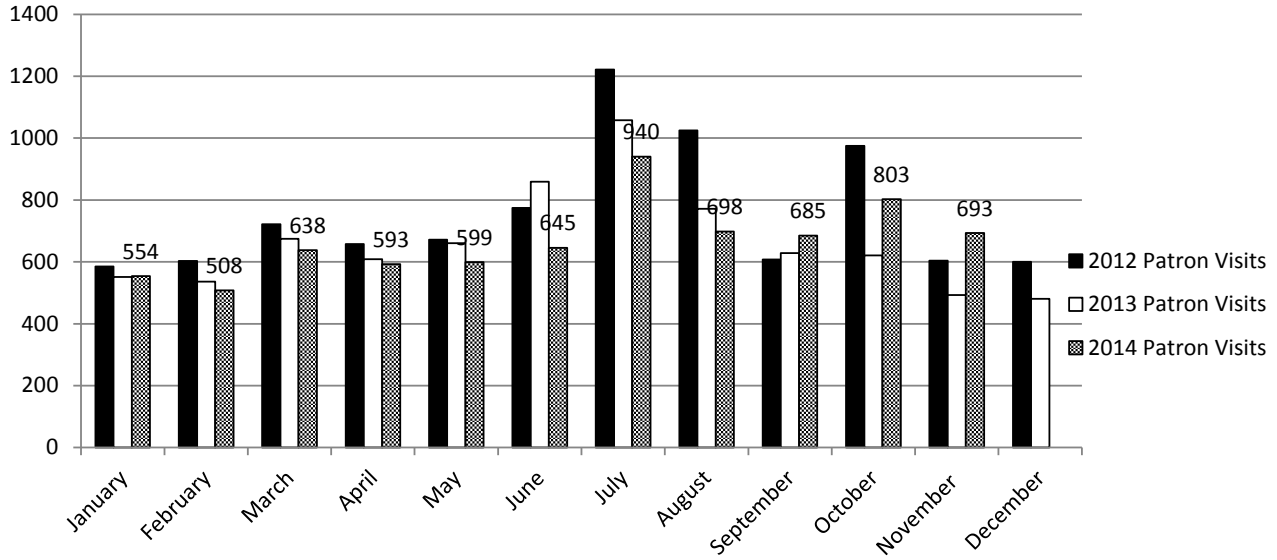
The furnaces were cleaned.

Students from Estabrook School raked up leaves.

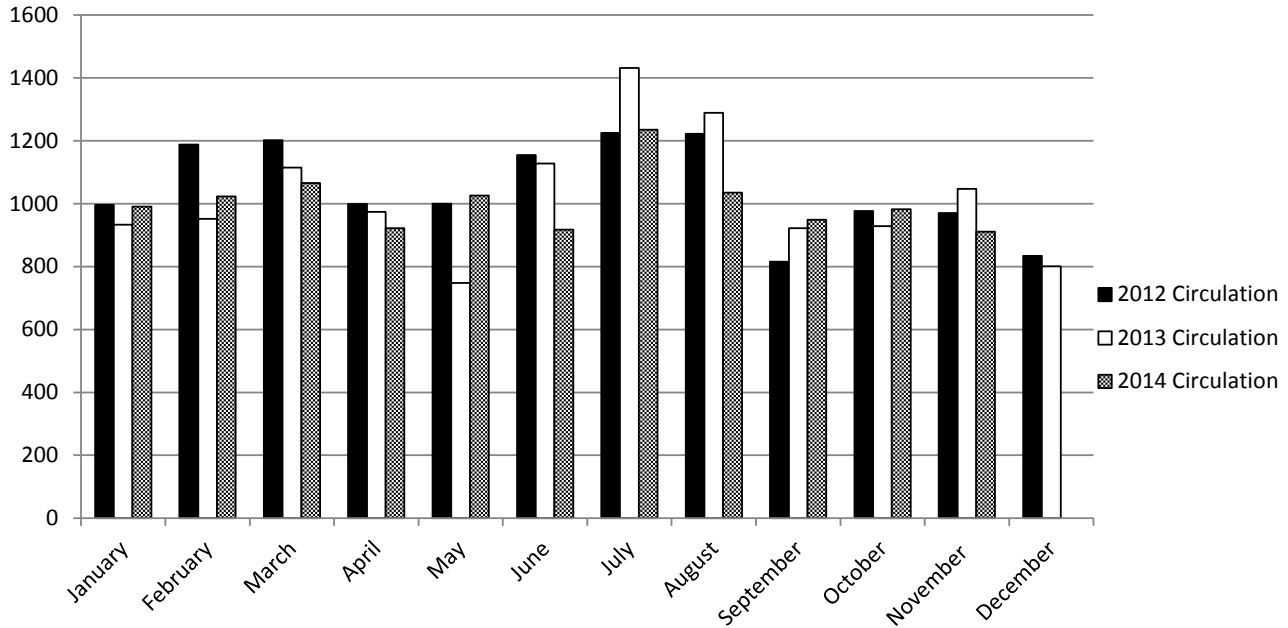
A Comcast technician came and replaced the modem with the new updated one.

Nancy Norwalk, Director

Philip Read Memorial Library Patron Visits



Philip Read Memorial Library Circulation



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3		<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total</u>
4	Total Visits	554	508	638	593	599	645	940	698	685	803	693	0	7356
5														
6	Total Circulation	991	1023	1066	922	1026	917	1235	1035	949	982	911	0	11057
7														
8	Items Added	374	510	827	1582	939	1133	1119	505	1051	1032	953	0	10025
9	Items Removed	21	22	143	240	66	250	42	151	406	222	526	0	2089
10														
11	Children's Programs	1	1	1	1	1	2 plays	2 & 4 plays	1 & 2 plays	0	2	0	0	7
12	Children Attendance	8	16	16	12	13	NA	77	5	NA	187	NA	0	334
13	Total Attendance	16	35	47	34	29	25	87	32	#VALUE!	205	#VALUE!	0	#VALUE!
14	Reference Questions													
15	Computer Use	63	63	85	107	88	119	168	99	83	112	105	0	1092

PHILIP READ MEMORIAL LIBRARY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Patron Visits 2014														
2		January	February	March	April	May	June	July	August	September	October	November	December	Totals to Date	
3	All	554	508	638	593	599	645	940	698	685	803	693		7356	
4	Circulation 2014														
5		January	February	March	April	May	June	July	August	September	October	November	December		
6	Adult														
7	Fiction	242	218	232	197	208	246	238	222	193	297	247		2540	
8	Non-Fiction	73	77	68	43	68	68	46	57	75	53	53		681	
9	Audio	24	11	30	23	29	18	42	20	19	19	20		255	
10	Movies	91	127	78	88	113	110	168	130	113	120	117		1255	
11	Children													0	
12	Print	312	335	354	289	323	254	441	337	288	239	246		3418	
13	Movies	14	34	28	22	25	24	67	44	41	42	46		387	
14	Audio	1	5	3	10	1	2	18	9	3	0	2		54	
15	Magazines	145	120	146	149	135	107	124	115	120	116	89		1366	
16	Other	2	5	13	6	6	3	12	2	12	8	6		75	
17	ILL													0	
18	Loaned	24	23	30	24	42	19	14	14	20	22	10		242	
19	Downloadable audio & E-books 1/2 of total	63	68	84	71	76	66	65	85	65	66	75		784	
20															
21	Totals	991	1023	1066	922	1026	917	1235	1035	949	982	911		11057	
22															
23	ILL Borrowed	46	41	27	37	15	32	35	38	39	20	41		371	
24	Computer Users	63	63	85	107	88	119	168	99	83	112	105		1092	
25															
26	Automation items added	374	510	827	1582	939	1133	1119	505	1051	1032	953		23,430	To date 2012-14
27	Automation Vol. Hrs.	19	32.25	60.5	83.5	58.5	89.5	73.75	60.25	106.5	83.5	67.5		734.75	Year Total
28	Other Vol. Hrs.	52	29.75	54	54.25	45.25	35.5	19.84	60	64.5	67.25	29.75		511.09	Year Total
29	Total Volunteer Hours	71	62	114.5	137.75	103.75	125	93.59	120.25	171	150.75	97.25		1246.54	Year Total
30	Items Weeded	21	22	143	240	66	250	42	151	406	222	526		3757	To date 2012-14
31															
32	Programs														
33	Children's Programs	1	1	1	1	1	2 plays	2 & 4 plays	1 & 2 plays	0	2	0		9	
34	Attendance	8	16	16	12	13	NA	77	5	NA	187	NA		334	& 346 Total plays
35	Adult Programs	1	3	4	4	1	3	2	2	2	2	2		26	
36	Attendance	8	19	31	22	16	25	10	27	47	18	119		342	

**Plainfield Libraries
 PRML P&L Budget vs. Actual
 YTD 2014**

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	2,419.95	2,717.00	-297.05
Appropriation - Operations	28,000.00	29,610.00	-1,610.00
Appropriation - Salary	31,630.62	35,518.00	-3,887.38
Total Town Appropriation	<u>62,050.57</u>	<u>67,845.00</u>	<u>-5,794.43</u>
Trust Fund Income	2,000.00	2,000.00	0.00
Gifts	300.00		
Fines	989.20		
Grants	370.00		
Interest Income			
Interest - Savings	1.39		
Total Interest Income	<u>1.39</u>		
Misc Income	0.00	300.00	-300.00
Total Income	<u>65,711.16</u>	<u>70,145.00</u>	<u>-4,433.84</u>
Expense			
Salaries	31,630.62	35,518.00	-3,887.38
FICA	2,419.95	2,717.00	-297.05
Sick Pay	0.00	1,000.00	-1,000.00
Library Materials			
Audio/Visual	785.89	1,200.00	-414.11
Books & Magazines	6,641.87	8,000.00	-1,358.13
Library Materials - Other	150.00		
Total Library Materials	<u>7,577.76</u>	<u>9,200.00</u>	<u>-1,622.24</u>
Telephone	1,190.41	1,080.00	110.41
Electricity	2,749.21	3,000.00	-250.79
Fuel Oil	5,968.45	6,980.00	-1,011.55
Water/Sewer	196.50	300.00	-103.50
Supplies	1,522.88	1,500.00	22.88
Postage	141.55	250.00	-108.45
Professional Activities	619.95	300.00	319.95
Programs	266.59	600.00	-333.41
Furniture/Equipment	202.90	950.00	-747.10
Elevator	1,413.30	1,700.00	-286.70
Maintenance	3,411.22	3,300.00	111.22
Automation/Cataloging	800.00	800.00	0.00
Computer/Software	944.99	850.00	94.99
Misc Expense	110.94	100.00	10.94
Total Expense	<u>61,167.22</u>	<u>70,145.00</u>	<u>-8,977.78</u>
Net Ordinary Income	4,543.94	0.00	4,543.94
Other Income/Expense			
Other Income			
Building Funds	24,643.00		
Total Other Income	<u>24,643.00</u>		
Other Expense			
Encumbered Funds	1,111.04		
Building Funds Expense	11,910.03		
Total Other Expense	<u>13,021.07</u>		
Net Other Income	11,621.93		
Net Income	<u><u>16,165.87</u></u>	<u><u>0.00</u></u>	<u><u>16,165.87</u></u>

PHILIP READ MEMORIAL LIBRARY
TIME STUDY
Week of December 1, 2014

This is not necessarily a typical week. Each week is different depending on demands and deadlines, number of patron visits, etc.

I am alone in the library for 12 hours a week.

Patron help: It was pretty impossible to count this, as most take only a few minutes (checking out and in, phone calls, answering a simple question, etc. All were interruptions on the larger tasks.

Programming: 40 minutes

Meeting: 2 hours

Administrative: 12 hours, 45 minutes (reports, correspondence, answering requests, research)

Interlibrary loans: 2 hours 9 minutes

E-mails: 3 hours (reading, responding to requests)

Mail: 1 hour (distributing--bills, items to answer, filing)

Staff help: 1 hour 30 minutes

Processing and weeding (books, magazine, movies): 1 hour

Evergreen work: 3 hours (cataloging, deleting items, correcting errors, patron circulation)

Opening/Closing Library: 45 minutes

Administrative Time carried over from last week: 1 hour. I would have worked longer to catch up on my administrative time if it weren't for the ice storm on Saturday.

Total for this week: 28 hours 75 minutes

Items I did not have time to finish:

- Ills for book discussion
- Cataloging new books
- E-mails (reading, answering requests, etc.)
- Returning Ills on state system
- Following up on some phone calls and e-mails
- Weeding

This report was requested by the trustees in November 2014. The request was to report the percentage of time that I spend on specific duties. Instead, I listed the duties in order of time spent. This can vary substantially from week to week and month to month. For example, this month I spent 6 hours attending trustee meetings. That limited the time that I could use strictly for administrative hours.

Of my weekly 24 scheduled hours, I staff the library alone for 19 hours. During that time I am able to work on some administrative duties but need to be available for patron support.

Mary King, Director

Meriden Library

24 hours per week

Staff Library

Monday 1-7pm

Tuesday 1-7pm with 4 hours of staff support

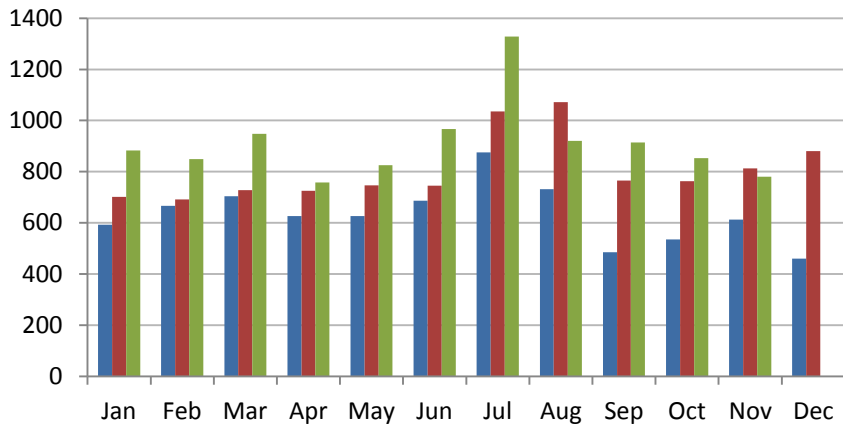
Thursday 9-5 with 1 hour of staff support

Saturday 9-12 (bi-monthly)

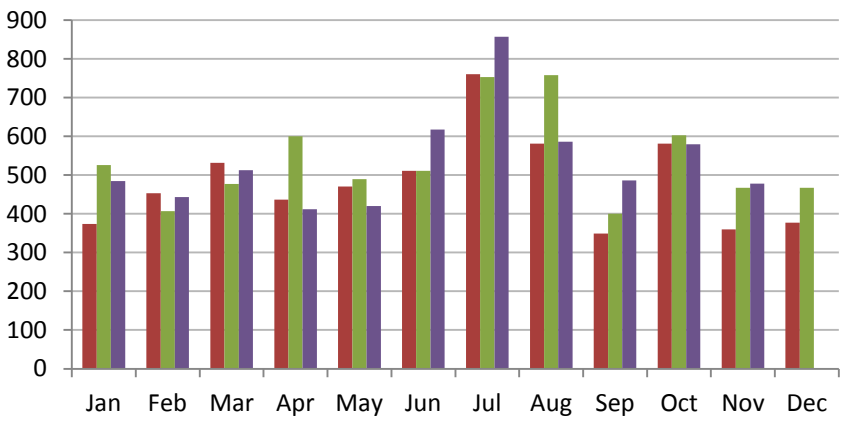
Duties: In order of time spent

1. Library and Patron service and support: Circulation desk , Inter-library loan, reference ,
2. Administrative: Meetings, statistics, staffing, technology, budget
3. Communication/Marketing: Email correspondence, notices, web site maintenance, Facebook posts
4. Programming: Planning and leading
5. Collection Development: Acquisitions, cataloging, weeding,
6. Facility: Daily maintenance and long-range planning

MER Circulation 2012-14



MER Visits 2012-14



Meriden Library
Director's Report
November 2014

Closed Tuesday, November 11 & Thursday, November 27
Statistics included.

Programs

Story Time 11/6 and 11/13

Genealogy 11/10

Book Group 11/10

Special Programs

The Friends of the Meriden Library sponsored a NH Humanities Council program, Baked Beans and Fried Clams: How Food Defines a Region on Monday, November 3. The program was held at the Plainfield Elementary School. 30 adults and 2 children attended.

On Tuesday, November 18 we held an after school program. We have continued the science theme of the summer reading program in our after school programs, and this program was themed around magnets. Brad Thompson volunteers as the leader for discussion and projects. The children all made bouncing magnets toys. 6 adults and 12 children attended.

Activities

I spent 4.25 hours on System Administrator duties; .5 hours running monthly statistic reports and the remainder working with PRML brief records.

I attended the annual meeting of the Librarians of the Upper Valley on Monday, November 17.

I met with the Friends group on Monday, November 24. The agenda included planning for programs in early 2015.

Plainfield Libraries
Meriden P&L Budget vs. Actual
YTD 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	2,120.74	2,292.00	-171.26
Appropriation - Operations	14,000.00	16,215.00	-2,215.00
Appropriation - Salary	27,721.28	29,957.00	-2,235.72
Total Town Appropriation	<u>43,842.02</u>	<u>48,464.00</u>	<u>-4,621.98</u>
Trust Fund Income	700.00	700.00	0.00
Gifts	275.00		
Fines	230.81		
Book Sales	44.75		
Interest Income			
Interest - Checking	0.78		
Interest - Savings	9.64	10.00	-0.36
Total Interest Income	<u>10.42</u>	<u>10.00</u>	<u>0.42</u>
Misc Income	221.00	300.00	-79.00
Total Income	<u>45,324.00</u>	<u>49,474.00</u>	<u>-4,150.00</u>
Expense			
Salaries	27,721.28	29,957.00	-2,235.72
FICA	2,120.74	2,292.00	-171.26
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	1,916.00	1,600.00	316.00
Books & Magazines	4,445.28	5,400.00	-954.72
Library Materials - Other	150.00		
Total Library Materials	<u>6,511.28</u>	<u>7,000.00</u>	<u>-488.72</u>
Telephone	433.64	540.00	-106.36
Electricity	1,153.98	1,700.00	-546.02
Fuel Oil	2,523.05	2,000.00	523.05
Water/Sewer	400.00	500.00	-100.00
Supplies	590.85	800.00	-209.15
Postage	174.04	250.00	-75.96
Professional Activities	235.75	300.00	-64.25
Programs	238.54	400.00	-161.46
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	1,362.75	1,600.00	-237.25
Automation/Cataloging	800.00	800.00	0.00
Computer/Software	313.00	850.00	-537.00
Misc Expense	36.37	100.00	-63.63
Total Expense	<u>44,615.27</u>	<u>49,474.00</u>	<u>-4,858.73</u>
Net Ordinary Income	708.73	0.00	708.73
Other Income/Expense			
Other Expense			
Encumbered Funds	1,859.60		
Building Funds Expense	6,449.87		
Total Other Expense	<u>8,309.47</u>		
Net Other Income	-8,309.47		
Net Income	<u><u>-7,600.74</u></u>	<u><u>0.00</u></u>	<u><u>-7,600.74</u></u>

MER STATISTICS 2014

Visits													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December	Total
Total	485	443	513	412	420	618	857	586	486	580	478	0	5878

Circulation													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
Total	883	849	948	758	826	967	1328	921	914	853	781	0	10028
Items Added	57	19	51	12	28	54	27	27	57	77	38		447
Items Removed	25	0	94	84	37	0	0	0	31	70	11		352
Volunteer Hours	10	11	25	19.5	27	31	11	9	4	6	6		159.5

Programs													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
Childrens Programs	4	4	3	3	5	4	8	6	4	7	3		51
Children Attendance	35	38	22	17	24	98	138	87	31	77	48		615
Total Attendance	92	58	59	26	37	105	225	152	36	127	85		1002
Reference Questions													
Computer Use			33	30	26	16	27	19	21	20	17		209

Plainfield Public Libraries

Board of Trustees

November 10, 2014

Joint Meeting

7:15 pm; Philip Read Memorial Library

Budget Meeting

Approved December 8, 2014

Attending: Suzanne Spencer, Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell, Mary King, Director of Meriden Library, Nancy Norwalk, Director of Philip Read Memorial Library.

Members of the Public: Rangi Keen, (Plainfield Finance Committee), Dennis Girouard, Robert Sundell, Clint Swift, Rod Wendt, Stuart Hodgeman, Shirley Hudson, Ruth Stalker, Bev Widger, Alice Eberhardt, David Grobe

Call to Order: 7:23 pm

Roll Call & Approval of Agenda

Announcement: Non-public session announcement (RSA 91-A:3, II (c) , if necessary.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public itself, unless such person requests an open meeting.

Correspondence was accepted but will not be read at this meeting. E-mails received from Bev Widger, Sarah Gillens, Dennis Girouard, Diane Rogers and Clint and Bonnie Swift.

Presentation by Mark Pensgen, Treasurer

Compared budgets from last year, concerns oil and electricity, everything else goes flatline. Trust funds put in same number as 2014. Other items, misc. for both libraries.

Largest expense is people related costs, propose to do as done in past. That is to follow Town's lead on cost of living increase and social security admin.

Discussed total of number of hours for staff and Admin hours.

Represents a 1.75% increase following guidelines

Telephone numbers discussed. Higher in PRML, than in Meriden.

Review of other items on Budget and split between libraries.

Some extra items discussed: Trustee line items, Chrome books, Meriden snow shoveling, replacement of Nancy N. computer.

Discussion on items discussed with individual directors; PRML, tables, circulation desk, shelves. Note: Whatever we anticipate that the Friends are going to donate in upcoming year, ie. Bookshelves, we need to designate here in the budget as anticipated funds.

Discussion and understanding of anticipated and unanticipated funds that happened in 2014 for both libraries.

Discussion on 3 hours of Administration hours for Evergreen. Air Conditioning as a warrant for PRML item rather than a budget item.

OPEN FLOOR TO TRUSTEES FOR DISCUSSION;

Trustees; thoughts were made on a different line item for chrome book and other IT items. That the libraries have funds to take care of repairs or what is needed. Rather than as part of the Trustee "line item"

Nancy N. asked respectfully to have the two hours of administrative hours be returned. Mark described the difference between where the admin hours were being used, with the budget remaining the same. Hillary made a recommendation that we return the hours, as there is still a lot of work that needs to be done over and above the Admin. part of Evergreen. We are asking a lot more to be done, and we are doing a lot of weeding, that needs to be dealt with. Mark asked if anyone else had to add anything. Anita replied with a synopsis of reasons for taking away hours from PRML. 1. Did not have any money set aside for a systems admin. in the budget. Mary responded that every year she has tried to keep on budget, but she feels that her staff is underpaid for the job. Mary advocates for a fairer pay scale for her staff. Nancy N. agrees with Mary, and that to point out that the budget (supplies etc) has not gone up (flatline) other than cost of living increase since 2011. Discussion on databases. Nancy L. asked that we see more in budget to reflect the databases?

Trustee items; Suzanne that we have a rough cost on survey; Survey Monkey, approx. cost \$50 for 2 months and \$600 for mailing to town wide doing nothing special. Don't have costs on publishing. Can we do some of survey online?

Discussion on cleaning up errors at PRML brief records and Original Cataloguing.

Question on whether Mary is looking for more hours or better rate? Response is that we are paying less than the normal. Usual for libraries our size, subs get \$10. An hour, and aides start at a little more than \$10 an hour and go up from there.

Discussion on Salaries, impact on budget increases. Comparison made to salary for custodian of PRML.

FLOOR OPEN TO PUBLIC:

(Bev Widger) Discussion on differences in the marketplace the norm has been stated that the raise should be a percent and a half, raise for merit is 3% - What is Town doing for raises, have we done a salary survey? The town does a salary survey.

(Robert Sundell) Questions on what do the Directors and Trustees feel comfortable with? Suggestion to spread it out over time so as not to hurt as much to bring it up to level.

(Clint Swift) It seems that we are running both libraries staff for less than Town Administration staff and no benefits. Feels that we have enough justification to town for hour increase.

Discussion about issues stemming from PRML about Evergreen and Administration of system. The board explained that the Howe library asked Plainfield's board to take away the Evergreen System admin responsibilities from PRML because of repeated errors coming from PRML.

(Rod Wendt) Hours have not changed since last year. No reduction, but switched them for use, because of Howe's request,

Question to Mark about unanticipated funds, Mark responded with description of unanticipated funds.

(Dennis Girouard) We have never asked the town for this automated system in the past, so why can't we go to the town to ask for the additional 3 hours to maintain this system. Give Nancy N. back her 2 hours, and give Mary her hour back. Just add 3 more hours in as a new function? Feels that the taxpayers will agree.

Discussion on that it is an automated system and that when it is all in place should take less time, than say the old card cataloguing system that PRML had, therefor freeing up time for the directors. The board also discussed that this was not a new responsibility, just a new technology for carrying out the job responsibility of maintaining the catalog.

Discussion on whether our Directors have enough time to do all that we are asking them to do (Robert Sundell) Did the two outside resources have any input on time usage? Answer was they were not specifically asked to look at that, but that neither outside librarian thought our goals were out of line, and one of them stated that we were being too conservative.

Discussion about the Architect situation, what is status? Anita replied that she has sent an e-mail to Suzanne, waiting on feedback. A letter was sent to Westfield asking them to look at the costs, and if done correctly, what the differences of being done then as to what it would be done now.

Discussion brought back to wage increases for Subs & Assistants. Mary feels that we are under paying our staff, in the region wide scope. Discussion on benefits; all under 30 hours, no dental or medical. \$10.22 for each employee. Discussion on performance based rates versus budget rates.

(Rod Wendt) questions about why Nancy N. still needs 2 hours?

Question and discussion on PRML directors hours prior to automation, and after. One hour was added to PRML prior in anticipation of automation, and then an additional hour was added. BOT chose to move 2 hours away from PRML director in order to compensate the clean-up of errors made early in the automation.

(Rod Wendt) Completing thought – Mary do you need more hours? How, so this is not a new request or issue. on how much work, how many hours? Mary responded that at one time these things were out of line. Should the library be open another hour? Discussion about circulation between libraries. Not a Competition, expectations from BOT. Display on Patron visits/circulation for each library. Mark discussed his comparison of each library, hours for each, admin hours, aide hours, volunteer hours. Meriden open 24 hours & PRML open 26 hours. What is difference? Larger collection, circulation similar, also extra weeding done in PRML done this year by trustees. While the Evergreen System admin responsibilities were taken from Nancy Norwalk in early December 2013, her hours were not reduced until mid-August 2014, which gave Nancy N orwalk extra time to meet her goals. Suzanne noted that the board has been making requests for weeding to be done since 2011.

The chair asked Ruth Stalker not to interrupt the meeting.

Mary clarified that PRML is automated, but not everything has been catalogued.

Discussion on differences on collections. Mark has a list of collections versus population for similar size towns. PRML is 3rd largest in our peer group of towns, Meriden is further down the list, but if you add both libraries we are top of the list.

How many towns have a two library situation? Discussion.

Discussion on Air Conditioning. (Rangi Keen) Public meeting or forum? Heat pump discussion, Mark said that we have been arbitrating the difference between the oil and electricity. Discussion on use of the heatpump at Meriden.

Nancy Norwalk made a statement reiterating her prior statement on return of 2 hours.

END OF PUBLIC DISCUSSION.

(Nancy Liston) MOTION made to increase aide hourly rate to that of our custodian at \$12.00 an hour. Seconded by Anita.

Discussion on a step process, Mark made suggestions on how to make it work throughout the year. Perhaps an April & October for aides step process.

MOTION Revised; To increase aide hourly increase using step system – April & October to bring Aides to \$12.00 an hour eventually.

.78 cent raise by April with the remainder by October to equal \$12. An hour for the Aides. Revised MOTION Seconded and approved, motion carries unanimous.

Substitutes – Discussion on abilities and responsibilities

MOTION made by (NL) to bring wage for substitutes to \$9.50 an hour by April. Discussion on divide between Aides and Subs. Seconded and approved unanimous. Motion carries..

MOTION made to move computers \$1200.00 out of Trustees budget, and move into individual library budgets. Including \$750.00 for automation not including automation consultants. To anticipate emergencies, licenses. Discussion on readjusting. Did we have a line item for these last year?

MOTION to move these items out of Trustee budget into line items for each library, seconded and approved and unanimous. Motion carries.

MOTION made to give to hours to Nancy N. for Administration, discussion, where does it come from? Suggested that Mary receive an extra hour as well.

The chair asked Shirley Hudson not to interrupt the meeting.

Nancy Liston asked Nancy Norwalk for more details for how she spends her time at the library, Nancy Norwalk could not at this time provide a breakdown for how she spends her time.

MOTION amended; Two hours added to PRML and one additional hour added to Meriden for administration hours. More discussion on how hours spent. Suggestion on closing the library for a period of time to focus on getting things done. Discussion on whether it is a time issue. Suzanne stated that the board has been asking in writing for the weeding to be done since 2011. Question by Nancy Liston, what happens if there is an abstention? Discussion. Does it get tabled or it doesn't pass?

VOTE: Suzanne- no

Anita – yes

Mark – No

Nancy L. Abstain

Hillary – yes

MOTION Fails.

Should we vote on budget as it is with changes?

MOTION: Mark moved that we accept the budget as amended. He will get the numbers in line. Is this the last meeting for the budget? Yes, there will be a few meetings with the finance committee and some more tweaks. Seconded,

VOTE as follows;

Suzanne – Yes

Anita – Yes

Mark – Yes

Nancy L. – Yes

Hillary – No

Motion passes

Suzanne requested that for December we have one joint meeting instead of two separate ones as we have a lot of business that involves both libraries. The board agreed to make meeting on the 8th and to be a joint meeting at Meriden.

10:06pm - Motion to adjourn – seconded and passed unanimously.

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Plainfield Public Libraries
Board of Trustees
November 3, 2014
7:15pm – Meriden Library
Both Libraries Featured
Approved December 8, 2014

Attending: Suzanne Spencer, Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell, Nancy Norwalk – Director of Philip Read, Mary King – Director of Meriden Library

Members of the Public: Dennis Girouard, Clint Swift, Bonnie Swift, Stuart Hodgeman, Rod Wendt, Amy Lappin, Dave Roberts

Call to Order: 7:15pm

Roll Call & approval of agenda,

Announcement of Non-public session if necessary; RSA 91 – A-:3 II

(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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

A. Approval of previous minutes

1. Discussion on process of recording and correcting of minutes. Approval of minutes tabled till next meeting. November 10, 2014.

7:33 pm – Steve Halleran & Tom Williams, from Banwell arrived to give a presentation on a ramp for the Meriden Library. Discussion on ramp, and which side would be best suitable, parking lot and issues. Bathroom - not ADA acceptable. Discussion on Chairlift – also not ADA acceptable. Discussion on elevator on farside. Ramp stairs need to be brought up flush with top level for ramp.

Discussion between Rod Wendt & Tom Williams as to durability and lifespan of ramp, and changing of functions. Steve - Once certain parameters are known then we can get in to the building and do what the taxpayers want. We can build a very nice ramp or something less than that, but we have the money on hand to do what is decided.

Question from Nancy L. – Is the Town willing to invest the entire ADA budget on this project? Steve replied that for years, we have as a town, had been putting monies into ADA projects, and then once seemingly tackled, the fund remained at a zero balance. With Inquiries from the public, it was reintroduced into Town meetings as needed funds for ADA responsibility.

Discussions on deck wrapping around and blocking window lights to basement, what other possibilities and discussion on grades. Also discussed safety issues with egresses.

Possible approximate expenses on items:

\$20,000. Granite stairs

\$250,000. for elevator on far side on library

Depending on style and changes , an addition would be approximately \$500,000. to double Library size

Three Schemes were shown and discussed. Board asked which scheme would Tom choose, his reply was Scheme C.

Mark questioned doors, reply was ADA requires a ½ “ sill height, and extra landing will be required for driveway.

Steve Halleran suggested a public hearing in the near future.

Floor opened to public questions;

Discussion and questions including going forward with ramp; some accessibility better than none.

Mary stated that; “what Thomas already said, but I just wanted to point it out that it is out there, I think it is very big that we have a ramp and we are going to spend money on it and we can’t get to the basement and we don’t have a bathroom, I have heard that voice from my staff who feel very strongly and so maybe someone that doesn’t know the building and comes in and they get here and there isn’t a bathroom. I just think the ramp is fine but we have to absolutely, look down the road to the bigger issues.”

Steve Halleran replied to discussion on funding, that it would be good to have a public discussion and that it does not require a public vote to release funds towards this project. By the time we go to press with the annual town report, it would be good to know the decision on the ramp.

**Steve suggested that we as BOT have a public hearing and find out what the public wants.

B. Reports & Correspondence

1. Mary reported a \$50. CO-OP donation – gift certificate
2. **E-Mail** was reported as correspondence and will be attached to minutes.
3. **Lights** for stairwells of PRML: discussion on timers, motion detectors and cost.
4. **Automation:** Discussion: Suzanne said her understanding was that there are problems relating to brief records being entered into Evergreen. Nancy said there was not an issue since she would be meeting with Mary to discuss it

Mary stated still having issues with brief records, Nancy N. stated situations where brief records might be necessary. Mary said that as it stands now, there are pages of records that need to be deleted. Mary feels that it is more than we anticipated. She is spending more time than expected. Mark had questions on books being in PRML and not in Howe. Nancy L. suggested Town interests might be different from Howe. Mary said that the database is larger than Howe. Mary concurred. The list needs to be cleaned up.

Discussion on not creating duplicate records. Everyone agreed.

Mary plans to go to PRML on Wednesday and work with Nancy N. and try to correct this situation.

Nancy L. asked if the policy states that no volunteers enter “Brief“ records, I know we had a meeting with Nancy N and Mark and had discussed it. Discussion on our “unique items” and the time it will take to catalogue. Nancy L. suggested budget pending, perhaps we could hire out some of this detail. Discussion on “marc items”. More discussion on policy, Mary stated that brief records are for new items. Suzanne reads from policy. Nancy N. pulled up the policy as well. “ Volunteers may never edit the software or bibliographic records” Once a record either a brief or a mark record, is made it is in the database.

Discussion on signage for computer changes in usage for public. Comment and request from Nancy L. that computer problems be stated in the directors report. Understanding made that computer issues, good or bad be stated in Director reports.

MOTION made to accept the Director's reports and seconded. Motion unanimous and carried.

5. Financial

- a. PRML – Oil looks good telephone is over budget for the year
- b. Meriden – over by \$500+ on oil, electric looks good.
- c. Next 2 weeks budget, Anita asked if directors have “wish list” for budget together?

MOTION made to accept Treasurer's report and seconded. Motion unanimous and carried.

6. Internet Technology

a. Mark & Chuck have been meeting. Antivirus has been installed on most of the computers at PRML – Nancy N's. computer and front desk still not done. Free security Avira security software is recommended by Chuck.

b. Linux installed on 2 computers, with instructions for patrons. When patrons are finished they are supposed to do is to log out – privacy issues discussed, and to avoid keeping document histories. Long term we might move toward Chromebook computers. If public wishes to save work should use own USB drives.

“public/public” is user & password. Patrons should not have passwords only administration. Meriden has passwords on upstairs computers.

c. Issues with printers at both libraries have been addressed.

d. Discussions on having icons on desktops for items like “Genealogy” “Heritage Program” & “Ancestry.” Perhaps in next years budget? Nancy L. asked if we had icons for genealogy programs on our webpage. Discussion on webpage. Mary said that Meriden dropped Heritage, and now uses Ancestry. Discussion on sharing licenses for both libraries. How many of these can we use? Nancy N. said that Des had set up “Plainfield genealogy” online, but it doesn't appear to be there anymore; Mark to doublecheck. Perhaps link it to the webpage? Mary has it on a thumbdrive. Nancy L. asked about budgeting next year for Chuck. Mark replied that it will be part of discussion on Monday.

7. Library Directors – Specific Items

a. Discussion on Architects and lower egress in PRML.

i. Nancy L. spoke with Bernadina, there is some difficulty in reconstruction of items not readily available. Discussion over actual documentation and actual discussion. Anita to call Bernadina.

b. Weeding

i. Discussion on amount of books being weeded, Nancy L. & Hillary at PRML today and rounded corner into middle room and at 800's. Nancy N. stated that one of the volunteers suggested that we put a coloured sticker on the book in question rather than pulling it from shelf, this way they wouldn't stack up all over. Nancy L. feels and all agree that the staff is doing a wonderful job in keeping up. Perhaps put in workroom? Books are in way of patrons trying to use computers. Bring back the carts, store in basement for short term, until staff has chance to tackle books?

ii. Compliments to staff for keeping up with challenges so far!

c. Strategic plan

i. Discussion on survey.

ii. Discussion on the need to have a committee tackle this. Anita volunteered to chair this committee. Discussion on how to attract volunteers to join committee. Valley News,

PlainFacts, website etc. Suzanne to speak with Lucinda to gain advice on ongoing strategic plan in Norwich. Mary suggested going forward after the first of the year, but begin recruiting now. Nancy L. suggested the Board start a draft of questions, perhaps look at past surveys to get ideas. Deadline for PlainFacts (a double issue) is November 20. Perhaps signage for volunteers for Survey Committee. Mark suggested asking Lucinda if and how much money was put into survey?

Public Comment

Dennis G. asked what is goal for committee?

Answer; to start the process of the strategic plan and try to help get the conversation started, what the town is willing to support. What we have been working on for the town – more hours, how many libraries etc. Where do we go from here? Feeling the pulse of the town.

Dennis G. – How long this committee to go on for, indefinitely? No, only for life of survey.

Dennis G. – Would like to have copies of minutes and reports available at meeting for public to review. Hillary stated that the rough draft of minutes are on the web, not with latest changes. **Hillary will provide sets of documents for meetings.** If comments are made by a member of the public audience, that individual can comment to BOT of any egregious errors on their statements only,, BOT has final say on minutes.

Public can comment during the public comment section of meetings and e-mail changes to BOT.

Anita said if there is an error, we can vote on a correction to the minutes.

Rod Wendt – Discussion on Electrical Venues checking on Liberty Utilities –

Strategic Planning – A resident who was involved in the last survey – Shelly Hatfield, would be a good resource. Rod suggests “Thinking outside the Box” as was discussed in the ADA committee, a facility that might house more, such as library, daycare, and etc.

Link to videos from Norwich,. They show broad ideas as to what libraries are becoming, Check with Mike S. on the possibility to link them to our websites.

Any progress on the architect issue? Anita is working on draft and will send to Suzanne. Comment, any idea will we receive any money back? Process is first to what original cost would have been vs what it would cost to correct. timing? Anita hopes to get a draft letter to Suzanne this week.

Westfield is contractor that we had been dealing with.

Nancy L. wanted to mention we have been working on the internet policy,, Mary was not able to locate her copy, Nancy N. sent the current one for PRML. Nancy L. & Hillary continuing to work on it.

Hillary asked everyone to sign guest book.

9:45 pm approximately- **MOTION** made to adjourn, motion seconded and approved.

Next meeting - November 10 – PRML 7:00pm – budget

Attachments – tbd

HS

Plainfield Public Libraries
Board of Trustees
October 20, 2014
Joint Meeting
7:15 pm at Philip Read Memorial Library
Approved December 8, 2014

Attending: Suzanne Spencer, Anita Brown, Nancy Liston, Hillary Sundell, Nancy Norwalk – Director of Philip Read Memorial Library, Mary King – Director of Meriden Library

Absent: Mark Pensgen

Members of the Public: Ruth Stalker, Sarah Gillens, Mindy Taber, Dennis Girouard, Richard Rogers, Shirley Hudson, Diane Rogers, Lauren Husk, Clint Swift, Ronnie Swift, Andrea Keen

Call to Order: 7:15 pm
Roll Call & approval of agenda

Announcement: Suzanne read statement regarding public comment, which shall be permitted, at the end of meeting – **See attachment**
The chair asked Ruth Stalker twice not to disrupt the meeting.

A. Approval of previous minutes

1. July 14 – Nonpublic Minutes
2. September 8 Minutes

MOTION: To approve minutes of September 8 minutes, seconded and vote as follows:

Suzanne – yes
Anita – yes
Hillary – yes
Nancy Liston – abstain, not present at meetings

Motion carried.

MOTION: To approve minutes of July 14 Non-public minutes seconded and vote as follows:

Suzanne – yes
Anita – yes
Hillary – yes
Nancy Liston – abstain, not present at meetings

Motion carried.

Suzanne reads a success story involving both libraries “Two Mondays ago, I did a little test, from my house I went online and I put a book on hold in PRML and asked to pick it up in Meriden, and I was thinking it would take a few days. I wasn’t sure how long it

would take. The next day I got an e-mail saying it was ready for me at Meriden! “ Automated e-mail.

B. Correspondence

1. Tried to register for Seminar for trustees and employees – Registration full.
2. Received an e-mail from both Dennis Girouard and Diane Rogers with questions, and from an anonymous patron with a complaint of PRML. **See attachments**
3. Mary received letter from the town with budget deadlines and information as November 21 as the deadline for budget and for the annual report in January. Received and Hillary will send to Mark.

C. Reports

1. Automation Report relayed by Nancy L. – Report oral, no hard copy available at the moment. **See attachment.** Nancy N. did have an issue this morning in which the IT consultant, Chuck responded very quickly, so no worries there. Discussion on a password being put on the system and staff not knowing what it was. Password was put on the hardwired computers. Chuck also sent antivirus software possibilities to the trustees. Several of the computers have run out on coverage. Mary has some issues with printers (network), but Chuck has been very responsive and is working on it.

2. PRML –

Good responses on Wizard of Oz program. Nancy L. had questions on automation “brief records” Discussion on not having volunteers doing brief records, Nancy L & Mary K. said that it had been discussed previously. Nancy L. “ Is this something that we were concerned about previously? Mary replied, Yes! Nancy N. said “pretty much the same process, speed up the process, Mary stated that even tho’ it is still creating a record, and we had talked about it, perhaps a conversation with just Mark and Nancy N? Nancy L. recalled a conversation earlier about not having volunteers do “brief records”.

Nancy L. stated that the upshot is that Volunteers’ should not be doing brief records.

Update on electrician quote for motion sensitive lights for exit doors. \$880.00 – Nancy N. said that she had more estimates for items that may have to come out of this years budget such as snow shoveling - \$350 for whole winter, some would come out of next year’s budget. Furnace cleaning \$400. Painting of ceiling of front room of older part of PRML. Anita mentioned Mary’s query on whether the outside lights could be considered under the Town’s purview. Nancy L. asked when the motion lights went in at Meriden, and who paid for those, Mary replied approx. 3 yrs ago, and Anita will research it.

Discussion on lights for outside of PRML.

29m 41s - Nancy L. reiterated that both the Parrish sale and the Friend’s Book sale were both very successful and well executed. Nancy N. asked if we could also approve the painting for the ceiling?

MOTION made to paint the ceiling in the original part of PRML, based on the original \$300. estimate that Nancy N. received. Motion seconded and vote was unanimous and carried.

Suzanne asked if Estes & Gallup had finished the work on which is still pending? Nancy N. replied that they had not. Nancy N. replied that she has been trying to follow up with the locksmith a couple of times. Discussion on work still remaining, Suzanne will follow up with a letter. Didn’t they respond to David Grobe, Nancy N. not sure if they followed

up with an e-mail. Something about how they didn't know how to reach you (Suzanne), only had an e-mail address? Suzanne had sent regular post (snail mail). There is documentation (Nancy N.) that they (Estes & Gallup) would pay for the locks, we just had to schedule. Estes & Gallup behind one year on work completion. Nancy L. asked does anyone know why they have left this, does anyone have a punchlist? Nancy N. replied that yes she did.

3. Meriden

Simple Energy came for regular maintenance; Came in an expedient time and cost approximately \$370. They had mentioned that the fuel filter had never been installed on the burner. This added to overall cost.

Mary relayed her experience at the LUV meeting about adding and deleting holdings and the State Library lack of funds. Mary replied that the meeting was September 15th, and at that time we were not getting a whole lot of support, so we were in a limbo with this whole catalog. Since then we have been notified that the holding function on the state system would not be functioning any more. Howe Library will upload automatically the holdings that they have from any of the consortium. So, going forward we don't have to add more holdings, a huge task. Nancy L. asked about deletions. Mary replied that was a different task, and we would be responsible for those. It is a new system, easier to use. Discussion on additions still pending for PRML Online training available as well. Mary will come over and help with the training (Nancy L. & Nancy N). Train the Trainer.

Congratulations on the grant that Mary received. Program from the Humanities called "Baked Beans & Fried Clams" – Regional foods, do they define a region? Friends group will be sponsoring it. The program will be on Monday, November 3. at 6:30pm. Conflict with board meeting, but can push meeting. Will be held at Plainfield Elementary School.

MOTION made to accept Director's reports made and seconded. Motion unanimous and carried.

4. Financials

Mark not here; but he did put his report out early for our review. Mary brought up concerns on fuel oil costs being over by \$500, but electric costs still substantially under. Received an electric bill today, so with estimating, should have enough, but still need maybe a half a tank to whole tank of oil to make it through. Mark is aware. Looking for possibilities, spending less on materials. Nancy N. said no similar worries but that the supply budget will be close.

MOTION made and seconded to accept the financial report, vote unanimous and carried.

5. Policies

Nancy L. mentioned that we need to review the Computer and Internet Use policy and bring up to date. Both directors felt that the policies now in place are old. Nancy L. and Hillary to work on this policy. Both directors to send Nancy L. IT policies currently in place.

6. Weeding

Nancy L. clarified that she has weeded to 678 in the front room. Nancy L. said she was impressed on the amount of usage that cookbooks get in the library. Nancy N. stated that the biographies are done; however the non-fiction circles the middle

room. Nancy L. stated that the intention is to finish up the non-fictions and to go back through the fiction, or whatever area is needed sooner. Discussion on first moving of fiction in front room of main part of library.

At this point, a member of the public raised a hand, with a question – Suzanne asked that they not interrupt as we have public comments at end of session.

D. Library Directors – Specific items

1. Sarah Gillens promotion. – To approve raise and promotion. Discussion.

MOTION made to approve the promotion & pay increase of Sarah Gillens, including back pay. Seconded and voted unanimous and carried.

Hillary or Mark to contact Town with a letter verifying this. Welcome Sarah!

2. Automation – No update – Moving on

3. Meriden Ramp – Mary has sketches for ramp, that she received from Steve Halleran from Banwell, very basic sketches. **(See attachment)** Do we have a price tag? No, Mary said all we have are these preliminary sketches. Looking for original drawings of Meriden Library, perhaps better to put this subject on the November agenda. When Mary met with Steve and Tom Patel suggested that we add a lift to the original estimate. Steve will come to November meeting and make a presentation if we like. We need 42 feet of gradation to bring ramp up to level of door. Suzanne made comment that her understanding was that the Meriden plans were sent by Nancy N. to the Architects. Nancy N. said that she was waiting for the architects to come and pick them up. Mary stated that the architects have been asking for them and have been waiting for them. Question; why are the plans for the Meriden Library here and not in Meriden, answer they were in the Historical Society files. Mary asked that the plans be made available to the Town Hall and to the Meriden Library. Mary picked up plans at end of meeting.

4. Strategic Plan – BOT received via e-mail – Norwich’s strategic plan (42 pages) for review. Including the survey (Survey Monkey). We can personalize this to our needs. Discussion on survey, Nancy N. had suggested a local survey just for PRML i.e.; good times for story hour. Nancy L. mentioned that a wider survey for the whole town would be better idea. Hillary mentioned that a mini survey would be a good idea, Anita concurred it would be informational towards Nancy N. scheduling for upcoming year. Mary felt we should be planning as a whole town.

Suzanne said we should revisit this after research at a future meeting. Tabled.

5. Estes & Gallup report on basement exit door

Anita responded that she has not received Bernadina’s report yet. But the main body of report from the estimate from Estes & Gallup came to \$48,169. for the labor, material and sub-contract equipment and overhead costs. We have a choice to go for full amount; the lawyers point is the exit would have had to be done regardless. Do we ask for a full amount and go from there? Discussion on cutting out concrete and what would have had to be done anyway. Hillary said write the letter, what’s to lose? Nancy N. spoke to having hired Mr. Halsey to be a consultant, he mentioned that all architects have insurance for these instances. Suzanne stated that we had all agreed that last meeting that we would write the letter, the question is to how much for the request. Discussion ensued. Anita to write up draft and to send to trustees for review.

6. Monthly reports

Suzanne requesting that monthly reports be done in a more timely manner. Anita has time issues; others are traveling. With the understanding that how close the end of the month falls to the meeting – perhaps deadline at noon on the Friday? Perhaps the narrative on time with the stats to follow. Follow-up with Mark P. No vote, just an understanding.

Announcement from BOT – Please raise your hand and state your name.

Public Comment:

Dennis G. – Contractor issue – Bill Halsey and lawyers at the time said we were entitled to the difference in the original cost and the cost of what it costs now. Bill suggested we go back to the original contractor as to what it would have costed in 2002. Dennis suggests that we go the Architects with the 2 sets of numbers. More professional, and that we would be entitled to at least half.

Anita replied that cost to engage might be an issue, and we do not have it in the budget. Discussion followed. Anita to follow up either with original contractors or Estes & Gallup and will report back.

Next.

Clint Swift - Survey issues – perhaps start with which library is primary usage? What will it take to get you over to the other library, sharing functions?

Mary responded about the 4 years ago town survey covered both libraries.

Nancy L. suggested a subcommittee to design the survey.

Diane Rogers reads the letter from Fred & Mary Sweet – **See Attached**

Mindy Taber – asked about how to contact trustees, in favor of mini survey, as well as the bigger survey. Comments on having public comments at end of meeting. Not preferred.

Lauren Husk – concerns on anonymity when contacting the trustees.

Diane Rogers – Concerns on lack of response by the board. Concerns that the board doesn't take her seriously. The board is just refusing to answer.

Hillary responded that as a board “we have to act as a board” not as a single entities, Oath taken.

Diane questioned our unity, do more conversations happen behind the scene meetings?

Wants to know how we would individually answer. Not a lot of transparency. Too many non-public meetings. Felt the letter in Plainfacts was hurtful. Discussion.

Hillary states that as a board we can't answer individual inquiries as individuals. It was noted that board members disagreed with each other during the meeting and we express our own opinions.

Suzanne stated that time and families are involved – Volunteer positions.

Nancy L. discussed that the questions be brought forward in meetings, unless they are personnel issues. Please keep coming forward to meetings.

8:58 PM - MOTION to adjourn made, seconded and vote unanimous, and carried.

Attachments; TBD

hs

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPOT
October 2014
Activities for September 2014

1. Automation: Our volunteers continue to work steadily. They have started on the nonfiction collection. One volunteer is catching up on some miscellaneous items, which were checked out when doing certain sections or that need brief records.

2. Programs: We cut back on programs during September as school was just starting and it's a busy month. We held the regular book discussion. The special program on the Wizard of Oz collection was great. It was interesting and we had good attendance.

3. Maintenance: I have been busy getting quotes for electrical work, snow shoveling, scheduling the annual furnace cleaning and following up on the locksmith for the downstairs locks.

4. Miscellaneous: There was one holiday.

The Friends book sale was very successful. Twenty-three volunteers worked 169 hours to make it happen. The library has wonderful volunteers. Other volunteers helped with the Friends portion of the Maxfield Parrish Vintage Print Sale. That was also a good weekend.

Nancy Norwalk, Director

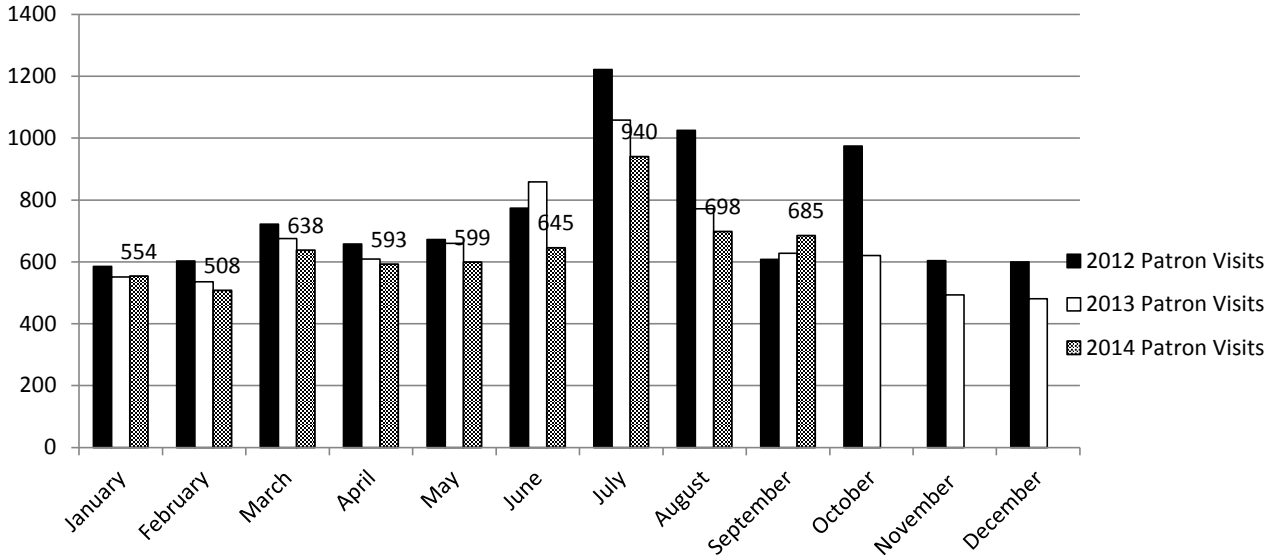
**Plainfield Libraries
 PRML P&L Budget vs. Actual
 YTD 2014**

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	1,958.38	2,717.00	-758.62
Appropriation - Operations	28,000.00	29,610.00	-1,610.00
Appropriation - Salary	25,599.93	35,518.00	-9,918.07
Total Town Appropriation	<u>55,558.31</u>	<u>67,845.00</u>	<u>-12,286.69</u>
Trust Fund Income	1,000.00	2,000.00	-1,000.00
Gifts	300.00		
Fines	989.20		
Grants	370.00		
Interest Income			
Interest - Savings	1.10		
Total Interest Income	<u>1.10</u>		
Misc Income	0.00	300.00	-300.00
Total Income	<u>58,218.61</u>	<u>70,145.00</u>	<u>-11,926.39</u>
Expense			
Salaries	25,599.93	35,518.00	-9,918.07
FICA	1,958.38	2,717.00	-758.62
Sick Pay	0.00	1,000.00	-1,000.00
Library Materials			
Audio/Visual	576.54	1,200.00	-623.46
Books & Magazines	5,898.57	8,000.00	-2,101.43
Total Library Materials	<u>6,475.11</u>	<u>9,200.00</u>	<u>-2,724.89</u>
Telephone	970.37	1,080.00	-109.63
Electricity	2,278.43	3,000.00	-721.57
Fuel Oil	5,438.24	6,980.00	-1,541.76
Water/Sewer	146.60	300.00	-153.40
Supplies	1,023.60	1,500.00	-476.40
Postage	138.53	250.00	-111.47
Professional Activities	571.95	300.00	271.95
Programs	670.66	600.00	70.66
Furniture/Equipment	151.47	950.00	-798.53
Elevator	1,220.75	1,700.00	-479.25
Maintenance	1,707.76	3,300.00	-1,592.24
Automation/Cataloging	986.00	800.00	186.00
Computer/Software	99.99	850.00	-750.01
Misc Expense	110.94	100.00	10.94
Total Expense	<u>49,548.71</u>	<u>70,145.00</u>	<u>-20,596.29</u>
Net Ordinary Income	8,669.90	0.00	8,669.90
Other Income/Expense			
Other Income			
Building Funds	11,910.25		
Total Other Income	<u>11,910.25</u>		
Other Expense			
Encumbered Funds	400.04		
Building Funds Expense	11,910.03		
Total Other Expense	<u>12,310.07</u>		
Net Other Income	-399.82		
Net Income	<u><u>8,270.08</u></u>	<u><u>0.00</u></u>	<u><u>8,270.08</u></u>

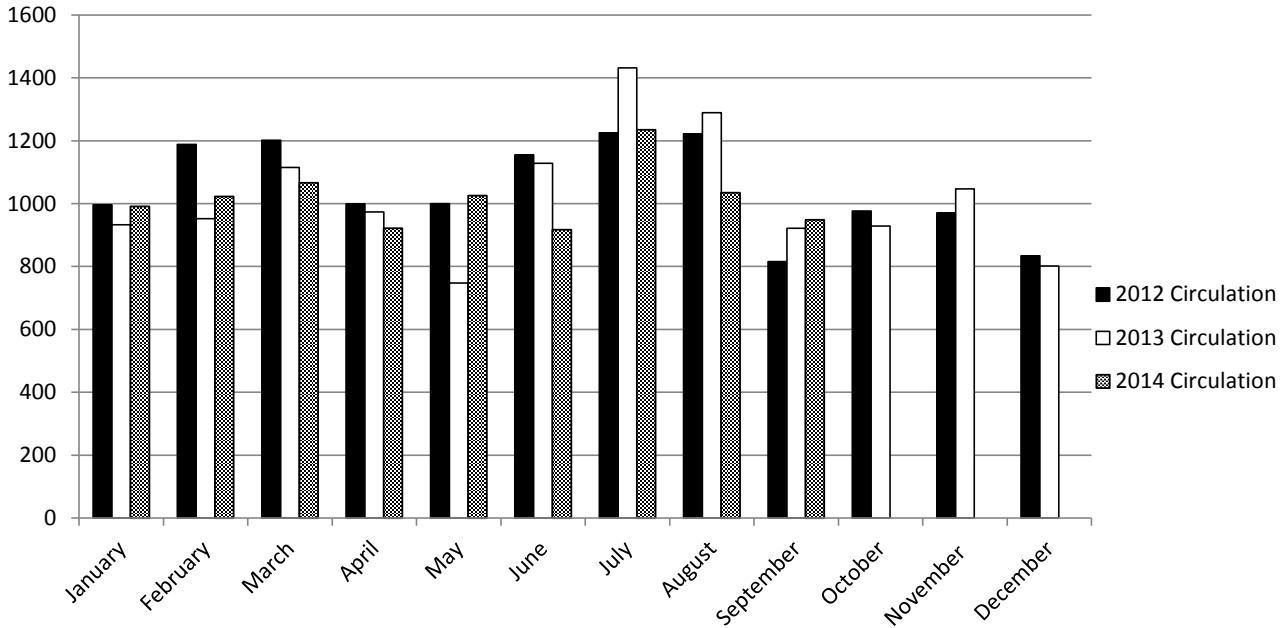
PHILIP READ MEMORIAL LIBRARY

Patron Visits 2012													
	January	February	March	April	May	June	July	August	September	October	November	December	Totals to Date
All	585	603	722	658	672	774	1222	1025	608	975	604	600	9048
Circulation 2012													
	January	February	March	April	May	June	July	August	September	October	November	December	
Adult													
Fiction	217	265	271	208	276	260	232	223	183	235	255	252	2877
Non-Fiction	65	76	56	42	64	77	70	63	57	49	43	47	709
Audio	39	40	33	24	40	31	37	33	24	36	35	35	407
Movies	176	219	169	161	134	234	172	159	139	167	113	130	1973
Children													0
Print	298	360	406	345	255	302	386	439	229	259	283	161	3723
Movies	53	53	61	63	61	80	107	106	50	57	56	26	773
Audio	3	8	19	8	10	11	22	24	16	11	3	4	139
Magazines	128	144	149	127	136	134	157	152	89	132	164	156	1668
Other	3	4	5	1	6	3	8	7	6	4	5	1	53
ILL													0
Loaned	14	19	33	20	18	23	34	16	23	27	13	22	262
Downloadable audio & E-books 1/2 of total													441
Totals	996	1188	1202	999	1000	1155	1225	1222	816	977	970	834	13025
ILL Borrowed	17	28	36	49	47	44	16	27	23	26	21	17	351
Computer Users	75	74	81	86	79	123	122	115	83	137	88	76	1139
Automation items added							to date	663	414	355	1324	770	3526
Automation Vol. Hrs.							to date	55	18	36.75	40.75	50.85	201.6
Items Weeded							to date		368	403	97	75	943
Programs													
Children's Programs										4	4	5	
Attendance										112	19	88	
Adult Programs										5	2	0	
Attendance										44	31	0	

Philip Read Memorial Library Patron Visits



Philip Read Memorial Library Circulation



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3		<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total</u>
4	Total Visits	554	508	638	593	599	645	940	698	685	0	0	0	5860
5														
6	Total Circulation	991	1023	1066	922	1026	917	1235	1035	949	0	0	0	9164
7														
8	Items Added	374	510	827	1582	939	1133	1119	505	1051	0	0	0	8040
9	Items Removed	21	22	143	240	66	250	42	151	406	0	0	0	1341
10														
11	Children's Programs	1	1	1	1	1	2 plays	2 & 4 plays	1 & 2 plays	0	0	0	0	5
12	Children Attendance	8	16	16	12	13	NA	77	5	NA	0	0	0	147
13	Total Attendance	16	35	47	34	29	25	87	32	#VALUE!	0	0	0	#VALUE!
14	Reference Questions													
15	Computer Use	63	63	85	107	88	119	168	99	83	0	0	0	875

Plainfield Libraries IT Update

Completed Tasks:

- Installed Linux Mint on 2 PRML computers to eliminate use of Win XP
- Secured wireless router at PRML
- Segregated network into public and staff sides for increased security at each library
- Set up Google domain for Plainfield Public Libraries to enable secure email and document sharing and storage among staff and board
- Removed password from public network at PRML
- Changed the anti-virus on public computers at PRML
- Installed new Comcast modem at Meriden Library
- found work-around to fix Evergreen printing issue at PRML
- Fixed one computer that wouldn't boot at PRML

Upcoming Tasks:

- Install new Comcast modem at PRML
- Remove password from basement public network at PRML
- Install network printer at PRML
- Extend wifi at PRML to increase signal strength throughout the library
- Complete setup of Google domain email and document storage
- Develop IT plan for 2015 for budget planning

Meriden Library
Director's Report
September 2014

Closed Monday, Sept. 1- Labor Day
Statistics Attached.

Programs

There were no special programs in September.

Activities

On Thursday, September 4, I met with Steve Halleran and Tom Daniels from Banwell Architects for an initial meeting on the handicap access ramp. We did a walkthrough of the interior and exterior of the building.

I attended a LUV meeting on September 15 at the Etna Library. There was a presentation about CLiF programs. There was also a discussion on how libraries were handling the new procedures for adding and deleting holdings in the NH State catalog. These meetings are valuable opportunities to learn from other local librarians.

The Friends of the Meriden Library met on the evening of Monday, September 15. They will be sponsoring a NH Humanities Council presentation in November and were making plans for the event.

I spent hours on System Administrator responsibilities running reports, reviewing items that were cataloged and cataloging the rotating audio collection. On September 30, I spent an hour with Sarah Gillens training her on the cataloging function in Evergreen.

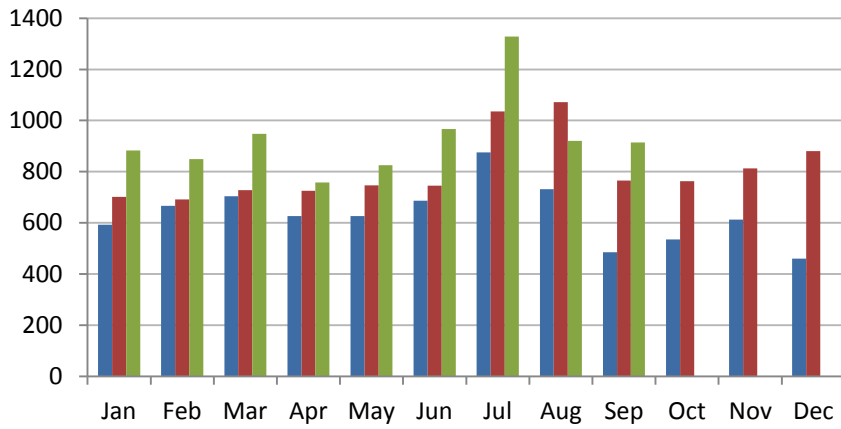
The grant application that was submitted in August was approved, and we were awarded a grant for \$1050. in children's books from the Libri Foundation. We will be selecting the books in November with delivery by January.

Facility

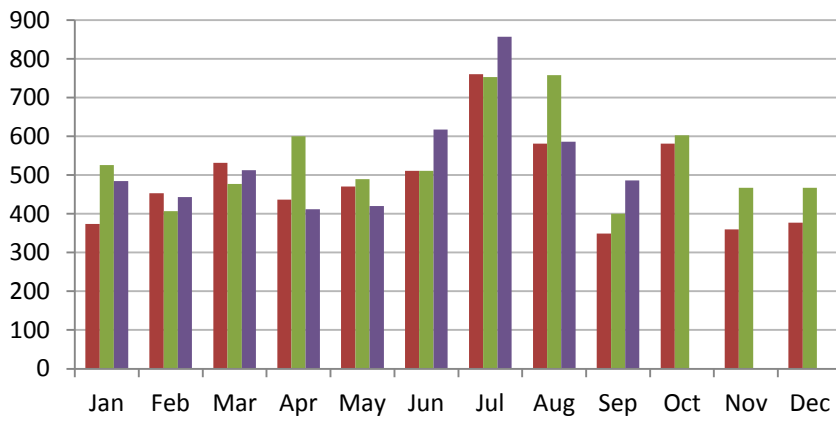
Frank Currier, Meriden Fire Department, installed a Knox-Box on the exterior of the building.

Simple Energy performed normal maintenance and cleaning on the oil burner.

MER Circulation 2012-14



MER Visits 2012-14



**Plainfield Libraries
 Meriden P&L Budget vs. Actual
 YTD 2014**

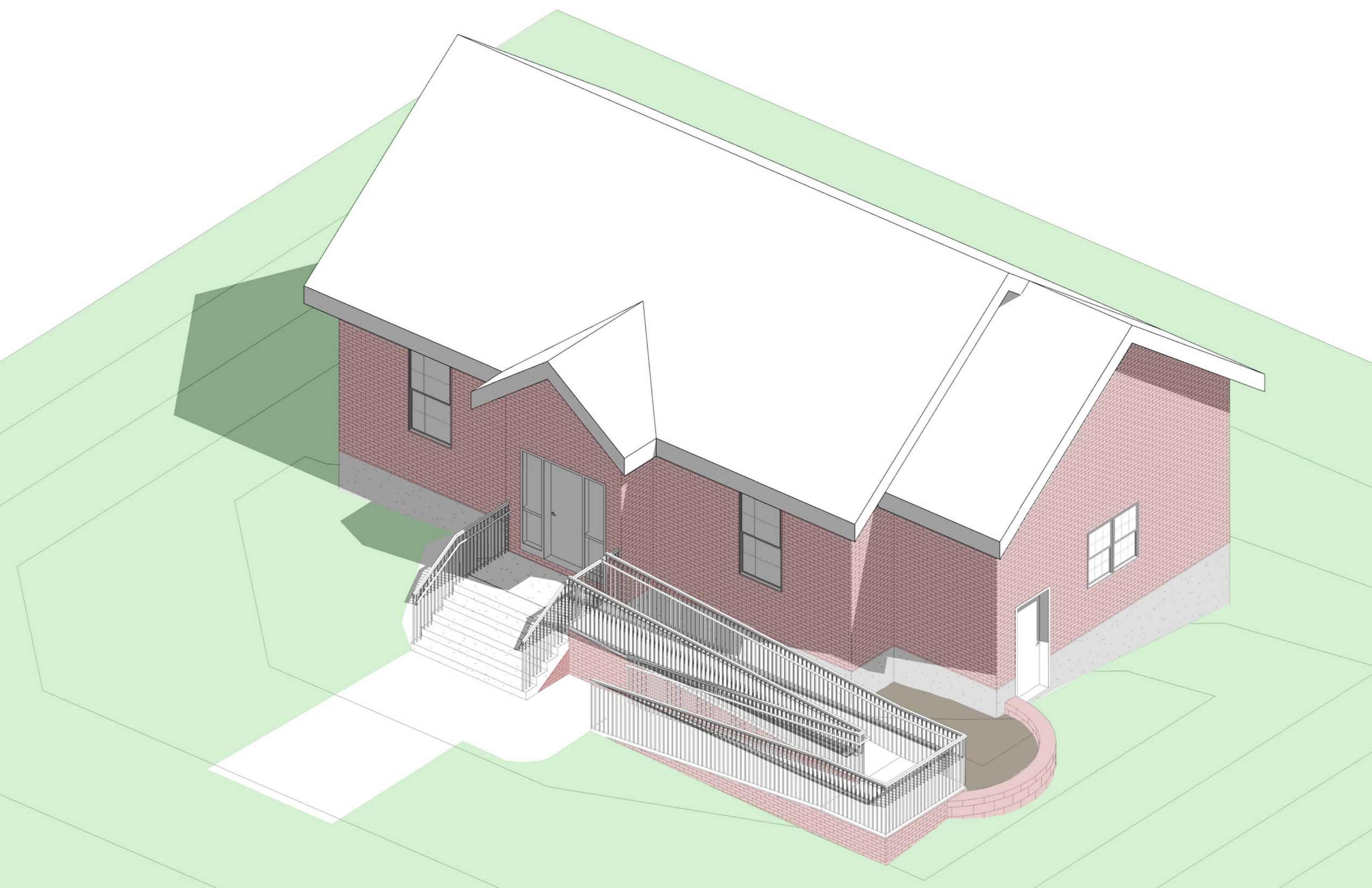
	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	1,694.01	2,292.00	-597.99
Appropriation - Operations	14,000.00	16,215.00	-2,215.00
Appropriation - Salary	22,142.93	29,957.00	-7,814.07
Total Town Appropriation	<u>37,836.94</u>	<u>48,464.00</u>	<u>-10,627.06</u>
Trust Fund Income	350.00	700.00	-350.00
Gifts	275.00		
Fines	230.81		
Book Sales	27.00		
Interest Income			
Interest - Checking	0.50		
Interest - Savings	8.55	10.00	-1.45
Total Interest Income	<u>9.05</u>	<u>10.00</u>	<u>-0.95</u>
Misc Income	201.00	300.00	-99.00
Total Income	<u>38,929.80</u>	<u>49,474.00</u>	<u>-10,544.20</u>
Expense			
Salaries	22,142.93	29,957.00	-7,814.07
FICA	1,694.01	2,292.00	-597.99
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	1,236.16	1,600.00	-363.84
Books & Magazines	3,455.28	5,400.00	-1,944.72
Total Library Materials	<u>4,691.44</u>	<u>7,000.00</u>	<u>-2,308.56</u>
Telephone	433.64	540.00	-106.36
Electricity	938.34	1,700.00	-761.66
Fuel Oil	2,523.05	2,000.00	523.05
Water/Sewer	400.00	500.00	-100.00
Supplies	602.21	800.00	-197.79
Postage	174.04	250.00	-75.96
Professional Activities	235.75	300.00	-64.25
Programs	141.20	400.00	-258.80
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	1,138.36	1,600.00	-461.64
Automation/Cataloging	800.00	800.00	0.00
Computer/Software	288.00	850.00	-562.00
Misc Expense	26.68	100.00	-73.32
Total Expense	<u>36,229.65</u>	<u>49,474.00</u>	<u>-13,244.35</u>
Net Ordinary Income	2,700.15	0.00	2,700.15
Other Income/Expense			
Other Expense			
Encumbered Funds	1,859.60		
Building Funds Expense	6,449.87		
Total Other Expense	<u>8,309.47</u>		
Net Other Income	<u>-8,309.47</u>		
Net Income	<u><u>-5,609.32</u></u>	<u><u>0.00</u></u>	<u><u>-5,609.32</u></u>

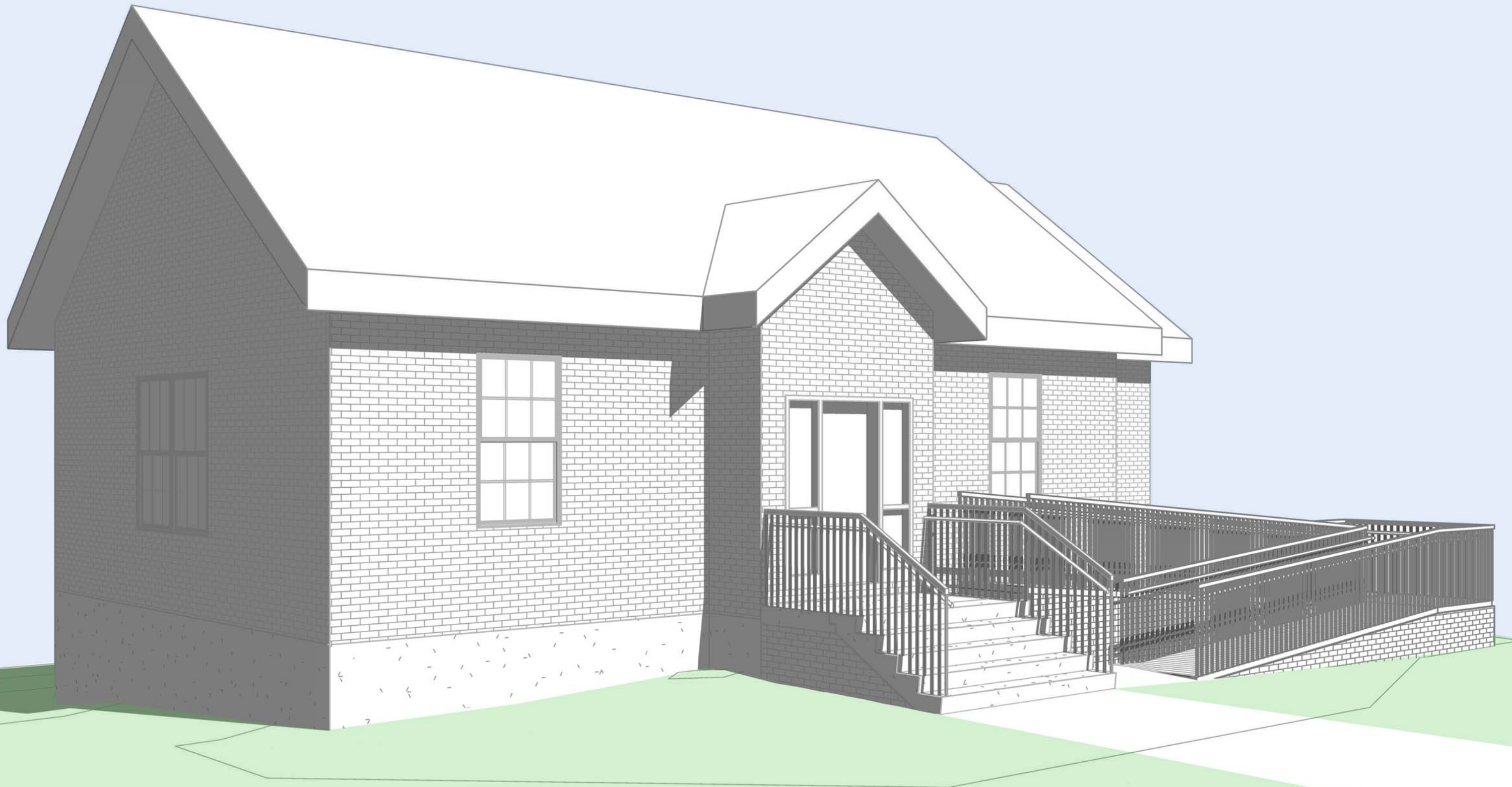
MER STATISTICS 2014

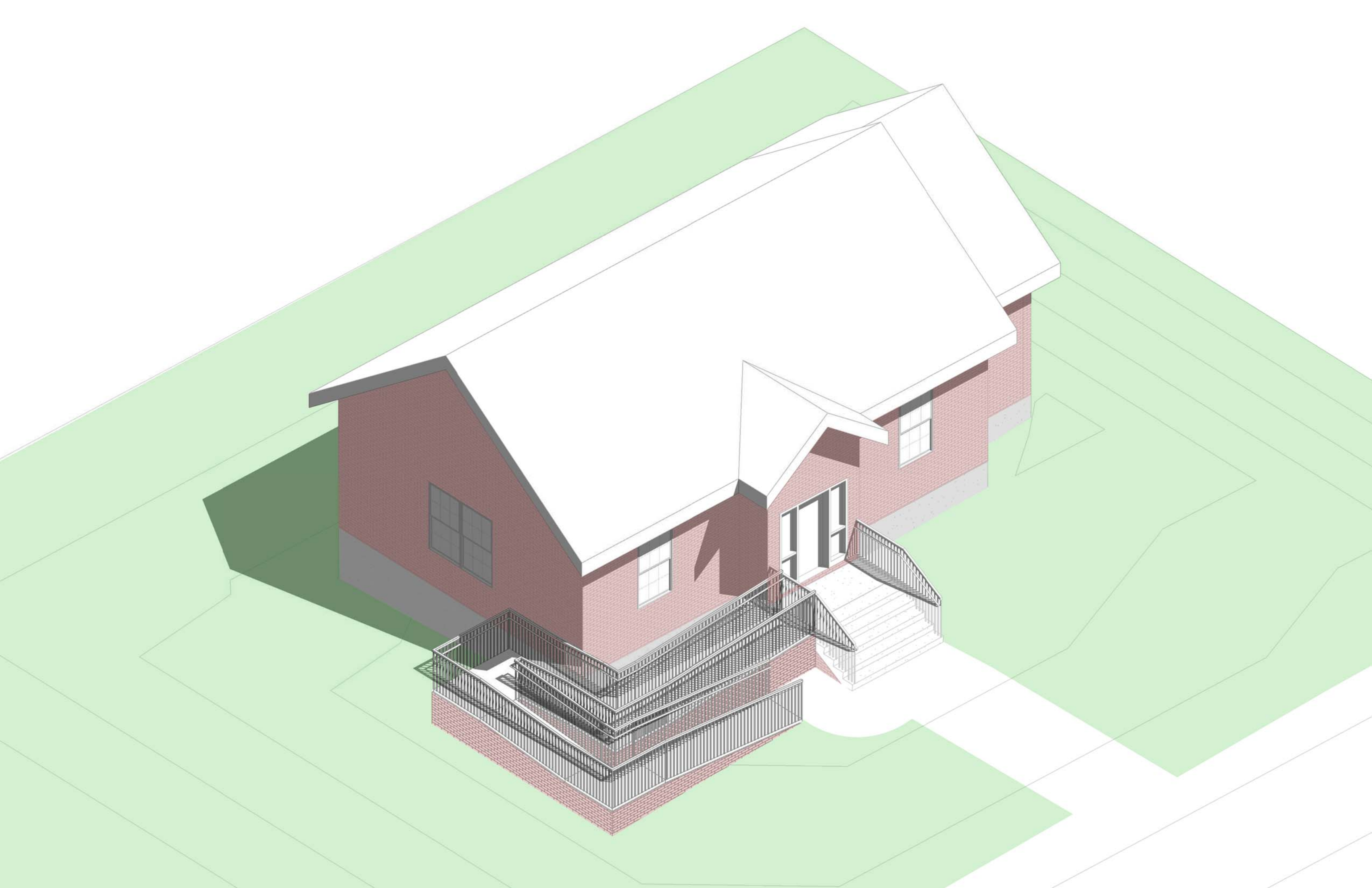
Visits													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December	Total
Total	485	443	513	412	420	618	857	586	486	0	0	0	4820

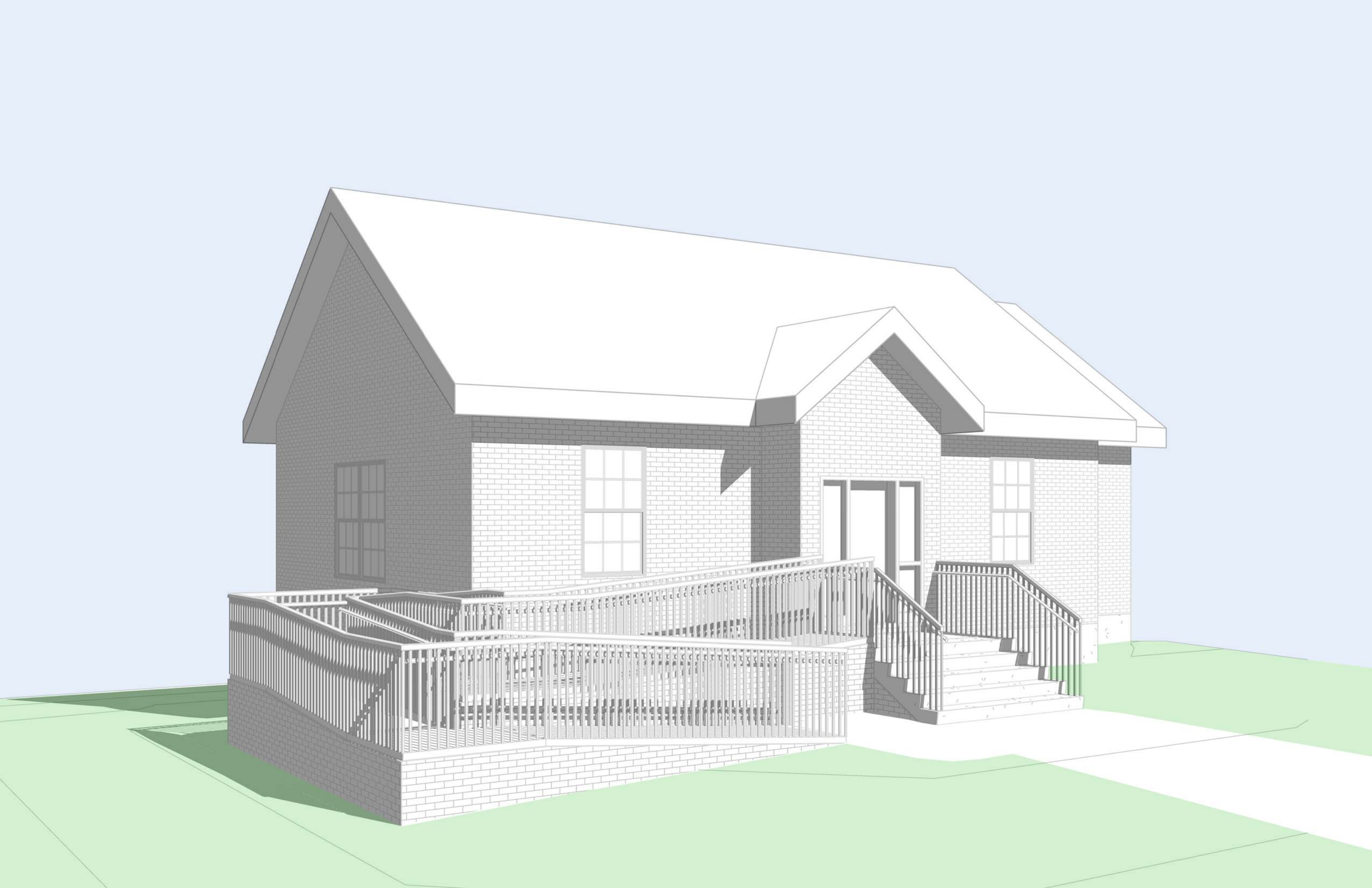
Circulation													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
Total	883	849	948	758	826	967	1328	921	914	0	0	0	8394
Items Added	57	19	51	12	28	54	27	27	57				332
Items Removed	25	0	94	84	37	0	0	0	31				271
Volunteer Hours	10	11	25	19.5	27	31	11	9	4				147.5

Programs													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
Childrens Programs	4	4	3	3	5	4	8	6	4				41
Children Attendance	35	38	22	17	24	98	138	87	31				490
Total Attendance	92	58	59	26	37	105	225	152	36				790
Reference Questions													
Computer Use			33	30	26	16	27	19	21				









I want to start the meeting by stating that it's wonderful to have so many people here who care about our library system.

The board has had more than 3 hours of discussion with the public during the last two meetings. I want to be clear that we encourage public comment and I personally believe much of the exchange has been extremely valuable for the board and this community.

But the board has work to do, and we have a legal right as a public body to do it without interruption. At the last meeting we had 1 hour and 45 minutes of public comment, and the board didn't even get to the primary topic for the meeting, which was how the board and Nancy Norwalk could work together to achieve goals for Philip Read.

I as chair I take responsibility for that happening, but to insure that this board can get its work done, we will proceed with a stricter meeting format until further notice.

Public comment will be limited to the end of the meeting. Speaking without being recognized by the chair – be it a question or a comment or any other disruption other than a physical or medical emergency – will not be permitted during this meeting. Disrupting a public meeting is disorderly conduct under in the criminal code.

If anyone says anything without being recognized by the chair or tries to disrupt the meeting in any other way, I as chair will give a warning by saying "you are out of order." If someone makes a second attempt, I as chair have the right to ask that individual to leave the meeting.

I would hope that everyone present can respect our need to do business and that none of what I just spelled out will be necessary, but I will take action if this meeting gets disrupted.

When I first came to Plainfield about 60 years ago the first thing I looked for was the library. Fortunately, it was very easy to find as it was about 2 doors down from the Parsonage where I lived for a short time.

During that time several very nice women served as the librarians and they did a great job with what they had to work with - a very simple country library. Then Nancy Norwalk was hired for the job and since then she has turned this library, with the help of great volunteers, into probably one of the best small libraries in the State, especially now that we have the beautiful addition, also through her hard work along with the equally hard-working Plainfield Trustees. She has also spent a lot of her time for the benefit of town events, editing the town history, planning benefits for the library and the town and bringing the library into the 21st century without turning away people who are not computer literate. Not only are the shelves full of great books, there is also the children's room which has become a treasure trove of wonderful books and programs. As well, over the years she has found every book except one for us through the Inter-library loan program and she has always cheerfully been able to find books on the shelves if we can't

Having seen the effort and devotion she has given to the library for all these years, we find it difficult to understand why there is now so much nit-picking going on at her, about how she does her work and we also consider it an insult to both librarians that such a thing as a 'Library director' is even being considered. Not only would one be completely useless, it would be an added cost and my husband and I would much rather see any extra money returned to add books to the shelves

From: "Dennis Girouard" <dennisgirouard@comcast.net>
To: "library trustees" <library.trustees@plainfieldnh.org>
Sent: Monday, September 22, 2014 8:13:59 PM
Subject: July 14 nonpublic minutes

At the September 8 meeting I asked why the non- public minutes from the July 14 meeting were taken down after 4 days. You said you did not know. I had assumed you would correct the problem. Since now you know, but to date that has not happened. Would you please correct this error as soon as possible. I am also assuming this, and every for that matter, e-mail will be reported and read at the next meeting during the correspondence portion.

Dennis Girouard

Dear Hillary, Anita, Nancy, Suzanne and Mark~~

I found Andrea Keen's letter in PLAIN FACTS quite alarming. I would hope that the board, too, was uncomfortable with the tone of her letter. I also wonder how did the Board of Trustees decide to compose a letter to PLAIN FACTS? I am not aware of any public meeting that was held to discuss this. How did the Trustees vote that the letter should be approved as written? These activities are supposed to be done in public sessions, not privately amongst board members that are elected officials. How did the Board decide to change the meeting date for October? This should have been decided in public at the last meeting. I did not observe that being done. It is getting more difficult to trust the board to be transparent. It is important for the public to hear the dialogue amongst the members. How can that be done when so much apparently is being discussed in private? There are those in the community that do not care anything about the libraries. There are some like me, that care very much. There are many people that do not ask questions of authority, they rely on a brave few to speak for them. Those of us that do, should not be minimized but welcomed and not to be labeled as muckrakers, bull-headed, ignorant, peace disrupters, backwards, impediments to "progress", etc. We have an important place in this community even if we question the status quo. We help dissipate complacency and smugness. It is disheartening to hear that out of the town office the words, "Dennis Girouard is on the warpath again." That is so inflammatory. Who else in this community is so dedicated to attend every meeting? What is the fear here? I find it so ironic that the Board of Trustees represent a bastion of information--libraries are the icon of information to everyone without impunity, without judgment and yet this board refuses to answer simple yes and no answers and hide behind "personnel" issues. I perceive that the members want to be respected and trusted but it needs to be earned. The body language displayed by board members at the last meeting I attended spoke volumes as well as tone of voice. Thank goodness for face to face contact. Hiding behind laptops and discomfort at questions is very telling. I am thoughtful, considerate and observant. I listen to people and I care about what they have to say, even when at first I do not understand the viewpoint being opined. I respect you all as fellow human beings. I do not invalidate any one of you. But because I dared to ask questions, I feel as though I am a threat and I do not think I was taken seriously. That should not be. It is true I stopped attending meetings because of the treatment that I endured a few years ago by people involved with both libraries and the town administration. It was painful for me. I needed to heal myself from that experience. Now that I am stronger, I am making my voice heard again. Wielding power and authority can have surprising consequences for both the governors and the governed. Communication is key in having a positive outcome. I have lost a lot of sleep over this and I keep questioning myself why is this so important to me. This has been my home for over 50 years. I want to understand why this situation does not resonate well. I think we are all playing a part in the discord. This is not just about business but people and their dedication to community. I feel that this board is not as inclusive as it purports to be. Struggles can lead to a better place. I am hoping for this but right now things are not well. Sincerely~~Diane Rogers

Plainfield Public Libraries

Board of Trustees

October 15, 2014

Focus Meeting on Philip Read Memorial Library

7:00 pm – Philip Read Memorial Library

Approved December 8, 2014

Attending: Suzanne Spencer, Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell, Nancy Norwalk – Director of Philip Read Memorial Library

Members of the Public: Ruth Stalker, Dennis Girouard, Corinne Girouard, Bev Widger, Sharon Oszajca, Clint Swift, Bonnie Swift, Shirley Hudson, Robert Sundell, Alice Eberhardt

Call to Order: 7:05 pm

Roll Call and approval of agenda

Announcement – All public comments to be made at the end, and we will have a few business items to take care of prior to body of meeting.

Correction announcement regarding public book and material donations: The question that came up in a previous meeting that the need for board approval for book donations was encompassing both libraries. Anita had said that the measure was to be applied to only be for PRML as that Meriden doesn't accept public book donations. If the situation becomes problem at Meriden Library the policy would apply to Meriden Library as well.

Nancy L. stated that with this process, the books that Nancy N. has asked Nancy L. to review, none have been rejected thus far.

When asked whether space was a problem, the trustees indicated that yes space was an issue windows blocked by books and boxes everywhere. This is being worked on which required PRML to use this process when accepting donated books.

Most discussion became open with public without recognition of the chair.

Emergency door and architects - Discussion on status of project. Anita answered that she received the estimate from Estes & Gallup last week and we are waiting on Bernadina Webber's input, and we had good input from State Library Assoc. lawyers and town attorney. The board agreed informally to write a letter to the architect requesting compensation for extra expenses incurred because of the architect's mistake. Suzanne asked Anita to have some numbers by next meeting so that the letter could be written as soon as possible.

VHS Tapes - Discussion on usage at PRML. Report from Evergreen states that out of 571 VHS tapes catalogued – 8/1/14 – 10/13/14 – 57 tapes went out to patrons – 10% DVD – 871 in collection – 389 were circulated – 45%

Mark shared his study that he did while waiting on IT consultant to finish. Of the items that Mark pulled from adult fiction tapes both fiction and non-fiction – 571 tapes that he pulled and garnered the following data: 24 % has not been out since 2005, and more than half had not circulated since 2010.

Nancy N. said that you can't go by the last date on card states – all automated if the notation on card says "bc."

Discussion from floor, space issue, 5 years, 10 years or classic? All points for weeding.

Suzanne asked Nancy N. given the data presented, what percentage of VHS tapes would she recommend removing from the collection. Nancy Norwalk said she couldn't estimate without looking at the collection.

Nancy L. suggested replacing the "classics" that we have on VHS with DVD's, by budgeting this year.

Nancy N. said that Adult non-fiction VHS tapes had been mostly weeded. All music cassettes have been taken out of the library system.

Mark questioned how it can be that the collection has been weeded given the data and particularly given that there were parts of the collection which have never been taken out. The NOVA tapes have never circulated, they are located in shelves near the front door in fiction section.

Question was asked how many families still have VCRs in the community? Not known at present.

Nancy L. researched cost of purchasing either machine and the DVD player at this point was less expensive.

Discussion on percentage of tapes to be weeded.

Discussion on what tapes to be weeded, historical, classical, children's etc.

Mark suggested 2005 as a year date for weeding.

It was suggested not to use year date but a percentage.

Anita made points on space and growth of collection.

Discussion and explanation on our partnership with Howe and the Evergreen system.

Discussion to explain Howe's decision to not deal with PRML had occurred.

Discussion on a town survey, to garner patrons thoughts and requirements for the future of PRML.

Survey to be a part of a strategic plan for the future. The trustees support idea as part of the strategic plan process for both libraries.

Point made on engaging the public with their thoughts on what they want as a library system of the future.

Nancy L. read parts of Weeding and Collection Policy to the public to clarify and answer a few questions covering the VHS tapes and the criteria for weeding at both libraries.

Question from Dennis Girouard, with the advice from outside consultants, were they asked whether it was possible to reach the goal of weeding given the current staff and amount of hours? Answer: No, it was just stated that it needed to be done, It has been a board priority for a long time.

Discussion on reduction of hours for director, and limited time for staff. After Howe's recommendation that we have Mary K. be the admin. for the Plainfield Public Library System, because of repeated errors entered into the system from PRML. It was decided to move two of the admin hours over to Meriden from PRML to help accomplish this task. We had hoped this would take some items off of Nancy's plate in order to meet the goals set by the trustees, which were not accomplished. Weeding needs to be accomplished on a regular basis. Nancy L. supported the idea of more hours for both libraries but expressed doubt the budget, if increased very much would not pass in the day of the internet.

MOTION made to review and weed all VHS collection (Adult, Teen, and Children) by 25% using the guidelines of our Collection and Development Policy by January 1, 2015 Director Nancy N. would accomplish the review based on the Weeding & Collection Policy including relevancy and usage.

Seconded and Vote as follows;

Suzanne – Yes
Anita - Yes
Mark - Yes
Nancy L. - Abstain
Hillary - Yes

Motion passes.

Question and discussion about making public the outside consultant findings, The report may be made available after deleting any HR issues.

Nancy L. had concerns about outdoor lighting. Nancy N. has contacted the electrician. Discussion on NHLTA personnel meeting – how many attending?
Nancy L. asked for a list of helpers for the book sale and was unable to attain. Her purpose was to thank all the volunteers. Nancy N. will get the list to Nancy L.
Do we change agenda for October 20th meeting? Discussion. Agreed to as originally stated.

Nancy L. expressed concerned about the tension in the room. She indicated that we all have the same interest that the libraries flourish for the community including longtime patrons as well as new patrons. No secret agenda and it is the goal of the trustees to make an inviting and a technological sound library atmosphere.

Bev Widger asked if e-mail was received about Friends Group's function in November.
Response: yes

Dennis reiterated the mistrust and concern over non-public meetings. Discussion.

Budget wish list: - Public asked for more hours and air conditioner. Last year Nancy L. indicated that she was all for the A/C for PRML but other trustees felt that we needed more research.

MOTION to adjourn, seconded and voted unanimous.

Next meeting – October 20, 2014 at PRML – 7:15 pm

hs

PLAINFIELD PUBLIC LIBRARIES

Board of Trustees

September 8, 2014

Both Libraries Featured

7:10 pm – Meriden Library

APPROVED October 20, 2014

Attending: Suzanne Spencer, Anita Brown, Mark Pensgen, Hillary Sundell, Nancy Norwalk- Director of Philip Read Memorial Library, Mary King – Director of Meriden Library

Absent: Nancy Liston

Members of the Public: Amy Lappin, Dennis Girouard, Ruth Stalker, Diane MacDonald, Audra Bucklin, Diane Rogers, Shirley Hudson, Karen Anikis, Naomi Goodwin, David Roberts, Andrea Keen, Joan Griffith, Barb Wendt, Brad Thompson, Jeanne Thompson, Susan Nugent, Rod Wendt

Call to Order: 7:02 pm

Roll Call and approval of Agenda

Public Comments:

Concerns were raised about the numerous non-public meetings that the BOT has been involved with. The trustees responded that they could not comment on nonpublic session.

Much discussion on the non-public/unsealed minutes from July 14, 2014 meeting.

When asked about micro-managing, the BOT explained the process is to curb the clutter and the accelerated weeding process. There were question about the collections policy and the board's new policy for Nancy Norwalk about donated books.

Hillary read the Collection & Retention Policy.

There was discussion on procedure for donated books. Board member Nancy Liston would approve donated items to be put in the collection.

Question from public: would this system remain in place until the collection becomes a more manageable size, then would it revert back to the Directors? Other members of the public feel that this is a very appropriate manner of retaining or discarding of collection. Amy Lappin suggested that the library could limit the amount of donations to one or two boxes. Nancy N. responded that the bulk of donations come in during the book sale, and go directly to the sale.

Response by BOT: Book Sales are handled by The Friends – and as such those books of interest should then be forwarded to the Directors for perusal.

PRML Basement Exit Situation (Ruth Stalker) follow up. Question about where are we in the process with lawyers on the Architect issues? Anita and Suzanne plan to get together now that everyone back from vacation.

Several guests brought up the issue of the VHS tapes.

David Roberts presented a letter and discussion as to reconsideration of this policy to the BOT on this subject. BOT will review this policy at next meeting.

Discussion on children's VHS tapes at Newport – Curious George very popular with children.

Is it because the VHS titles have not been replaced by DVD's?

Question from public guests: The BOT has hired outside consultants for PRML, could the report be released to the public?

Response from BOT is that these reports were for the consumption of the BOT and to reflect on both libraries, looking for how both libraries were running and to the best practices. Unfortunately, with board members' vacation and traveling schedules, the item had not been put on the agenda to discuss at an open meeting. Nancy N, was made aware of some of the issues; i.e. specifically weeding, automation. The BOT plans to bring forth findings at a future meeting with discussion.

More concerns were voiced on non-public meetings; BOT reiterated that there are privacy issues and laws that prevent discussion of these matters

The BOT thanked to the public guests that joined our meeting for their passion and interest for the Libraries.

- A. Approval of minutes of previous meeting - 8:00 pm
One line removed. MOTION made and seconded to accept August 4, 2014 minutes as amended. The motion was unanimous and carried.
- B. Correspondence
 - a. Letter from David Roberts
 - b. Donations
 - i. \$150 for a specific memorial book to PRML.
 - ii. \$50 donation for Meriden, Mary to follow up on if any restrictions.
- C. Reports
 - a. Meriden & Philip Read Memorial Directors – discussion on museum passes; some have laminated cards and some are printed out and used for that day. Discussion between Nancy N. & Mary about “Brief Records”. They will meet at a later date for further discussion.
MOTION made and seconded to accept both directors reports. The motion was unanimous and carried.
 - b. Treasurer's Report
 - i. Received last two checks from the town not including salaries. Discussion on possible shortfall for oil budget at PRML & Meriden with electricity. One third of the year left on heating. Possible to move from other line item areas. Mark stated that we have received quarterly budget from the Town, non-salary. Some questions were raised from the public, and answered by Mark. Nancy N. brought up a possible unpaid bill from Baker & Taylor. Mark to study situation.
MOTION made and seconded to accept the Treasurer's report. The motion was unanimous and carried.

- c. Working Groups
 - i. Collection and Retention Policy final read (read previously in meeting); Anita recommended change Plainfield Libraries to Plainfield Public Libraries throughout the policy. MOTION made and seconded to accept policy as amended tonight with apostrophes and “public” in place. The motion was unanimous and carried.
 - ii. Technology – Discussed the list of defined duties that Mark had put together previously and was accepted, will submit it to Chuck McAndrews, with a priority (1) of perhaps the receipt printer at PRML. We have a limited set of funds. Hour vs. Job? Nancy L. left word with Mark that she would be ready to work with and meet Chuck to move this along next week. Nancy N. suggested that Des Hudson should be involved. Agreed by BOT. Some concern on cost.

D. Specific Items

- a. Police book transport – Police transport of books to and from each library is happening. Mary has had to call occasionally, it’s a work in progress. The transport has been going for the last three weeks, and all officers have keys. Mary said she wants it to work so that Nancy N. doesn’t have to lug so many books cross-town.
- b. Weeding to continue at PRML starting from the 400’s in non-fiction. Nancy L. and Hillary to resume as soon as Nancy L. returns. Discussion on Friends taking over the donated book process. Nancy N. described that the books come in and are boxed up and then taken to the shed. Large amounts of books stay by the door; singles usually come in to the desk. Hillary explained system - that books come in and Nancy N. looks at and then decides if she wants and then she passes it by Nancy L. for approval, otherwise book(s) go to shed for book sale. Nancy N. felt that there is a hold up because she is waiting on Nancy L. to come back from vacation. Suzanne asked Nancy N. if she emailed her request to Nancy Liston; Nancy N. suggested that she and Nancy L. sit down and devise a system once she gets back. It was asked if Mary was following same procedure? Suggested that the three of them could sit down and work it out a procedure.
- c. Restructuring Discussion - Consideration
 - i. Nancy L. has put together a job description. The public guests raised much concern. Was this the first time that the BOT had brought this idea up? Discussion on the joining of the two boards and the purposes and goals to be achieved by doing so, also in revising the Bylaws. Questions were raised about a timetable. What other avenues are being pursued, and if the BOT has considered eliminating one of the two libraries? The BOT said this

would be just a change in management structure for both libraries. This is the beginning of an open discussion of this option. Discussion on a survey possibility. Discussion on comparisons to other 2 library towns. Perhaps going forward with a strategic plan with a timeline. Comments on hours being taken away from PRML Director, when not enough time at this point to complete tasks.

d. Air Conditioning at PRML

- i. Nancy N. provided a synopsis of previous bids, Mark suggested that we refresh our ideas and the information towards this. Nancy N. said she had spoken with Nancy Mogelnicki on the Town Energy Committee about feasibility. Mark suggested that we update the current contractor bids. Temperature readings have been taken throughout the summer. Discussion on heat pumps, not a good idea? Duct work in place in PRML. We need to get moving on this for the budget process.

MOTION made and seconded to adjourn at 9:04 pm. Motion unanimous and carried.

Attachments:

- Meriden Director reports (3)
- Philip Read Memorial Director reports (3)
- Treasurer reports (2)
- Letter from David Roberts (1)

Next Meeting – October 20, 2014 at Philip Read Memorial Library, Joint Meeting

hs

PLAINFIELD PUBLIC LIBRARIES
Board of Trustees
August 4, 2014
Both Libraries Featured
7:15 pm – Philip Read Memorial Library

Attending: Suzanne Spencer – via Teleconference Call, Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell

Members of the Public: Stuart Hodgeman, Leeli Bonney, Steve Halleran, Ruth Stalker

Call to Order: 7:24 pm

Roll Call, approval of Agenda

Public Comments: None

A. General

Announce: Non-public session announcement if necessary.

Specific Statutory reason cited as foundation for the nonpublic session;

RSA 91 – A-:3 II

(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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

B. July 14, 2014 Minutes approved with minor changes.

July 14, 2014 Non-public minutes not approved.

C. Correspondence – None

D. Reports

1. Discussion for both Director reports, State Library still down.

MOTION made and seconded to accept Director's reports. The motion was unanimous and carried.

2. Financial – On track, except for upcoming fuel costs. Hillary passed around bids from 3 oil companies, our current company, Simple Energy, Irving and Patriot fuels. Simple Energy came in highest bid; Hillary given authority to resubmit to Simple Energy and if they match to accept Simple Energy, since we have a relationship at this point.

E. Other Working Groups

1. Technology – IT consultant – Mark Pensgen stated that there were several interested parties, Chuck McAndrew and Jeff Moore, each have pluses and minuses. Discussion on costs, availability, reputation and the needs and knowledge of our system. **MOTION** made to accept Chuck McAndrews (with scope of work) as our New IT Consultant. The motion was unanimous and carried. Mark to follow-up.

2. Police transport of books between libraries – Not quite rolling smoothly, Nancy N has made keys; one needs to be repaired. The Police need to put into their schedule. More review next meeting – forward to September agenda.

An aside: While waiting for Steve Halleran, status of Evergreen Policy, that was discussed at previous meetings. Nancy N. to send her comments to Mary by Wednesday, August 6.

Nancy L. asked why we have a password on PRML's Wifi, and not on Meridens'. It was suggested to remove it.

8:24 pm – Steve Halleran joined meeting for the purpose of discussing Meriden Ramp.

As a side note: Tom Lappen to purchase property across from Meriden Library.

F. Meriden Ramp - Steve had previously sent the information on 3 possible contractors that he had contacted. Discussion on pro's and con's of each, Steve was asked for his suggestion. Concern's were made that the plans be checked to make sure that they were ADA compliant. Nancy N. stated that the state can send an authority to make sure that it is. **MOTION** made and seconded to accept Banwell as Contractor/Architect. Motion unanimous and carried. Steve Halleran left the meeting.

Ruth Stalker joined the meeting.

G. PRML Basement –

1. Anita has not received call back from Bernadina, apparently out of town. Need to contact Estes and Gallup to give an estimate as to what it would cost, by next meeting.

H. Policy – Collection Policy second read – corrections and discussion made, final read to be on next month's meeting agenda.

MOTION made to leave Public Session and enter Non-Public Session;

Specific Statutory reason cited as foundation for the nonpublic session;

RSA 91 – A-:3 II (c)

(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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Vote as follows:

Suzanne Spencer	Yes via teleconference
Anita Brown	Yes
Mark Pensgen	Yes
Nancy Liston	Yes
Hillary Sundell	Yes

9:00 p.m. Motion unanimous and carried

10:00 p.m. Motion to return to public session from non-public session made;

Vote as follows:

Suzanne Spencer	Yes via teleconference
Anita Brown	Yes
Mark Pensgen	Yes
Nancy Liston	Yes
Hillary Sundell	Yes

MOTION made to seal minutes in non-public minutes made:

Vote as follows:

Suzanne Spencer	Yes via teleconference
Anita Brown	Yes

Mark Pensgen	Yes
Nancy Liston	Yes
Hillary Sundell	Yes

Motion unanimous and carried.

MOTION made to Adjourn at 10:05 made, motion unanimous and carried.

Hs

Attachments;
Directors Reports
Treasurer's Reports

Meriden Library
Director's Report
July 2014

CLOSED July 5, July 4th Holiday

Statistics Attached.

July was a very busy month, and the focus was on summer programming. We have been fortunate to have community volunteers helping with our summer reading programs. Circulation numbers were at an all time high this month.

Programs

Five special programs were held in July. On Thursday, July 10 an evening summer reading program, **Robots**, was held at the library. 9 adults and 18 children attended. On Tuesday, July 15, Dr. Bill Nugent presented, ***The Evolution of the US Military Longarm, 1763 – Present, A Hands-On Examination***, at the Meriden Town Hall. 12 adults and 2 children attended. On Thursday, July 17, Jason Downs ran an evening summer reading program, **ROCKETS!** at the library. 20 adults and 27 children attended. On Tuesday, July 22 we held an evening family story time with Larry Wolkin as a guest reader. 4 adults and 6 children attended. On Tuesday, July 29, Paul Sanchirico, presented an evening summer reading program, **Fun with Gravity**. 6 adults and 9 children attended.

Our regular weekly story time and monthly book group continues throughout the summer months. Attendance at story time has been strong with the campers from the Meriden Community Camp attending most weeks.

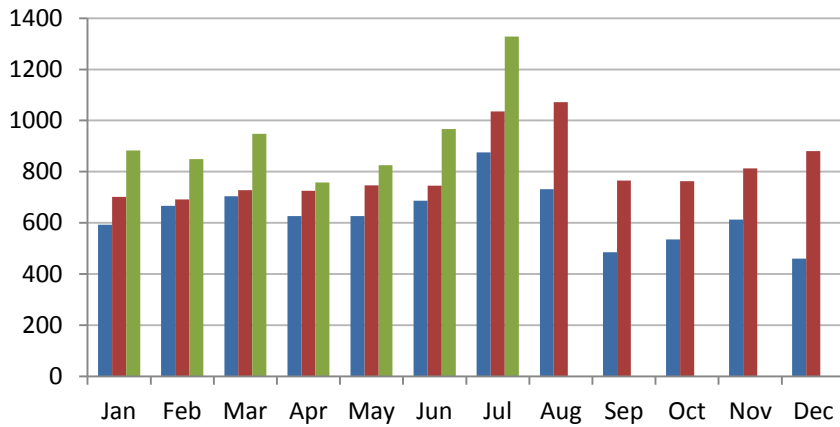
Activities

I spent 3 hours as System Administrator running reports and reviewing items that were cataloged at PRML in June.

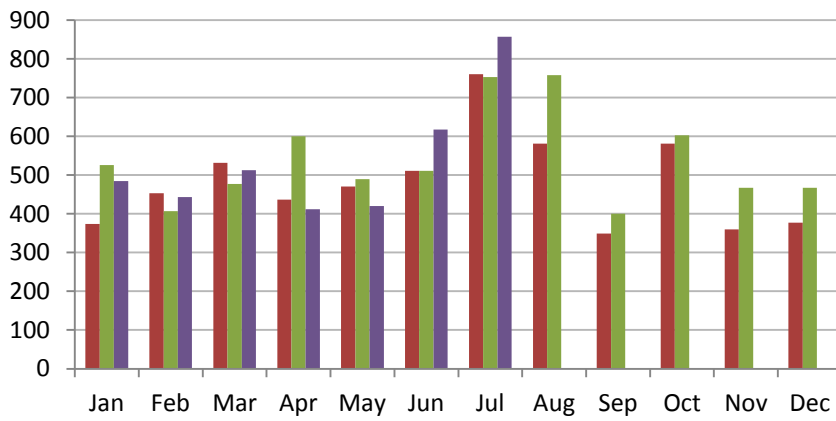
I attended the monthly meeting of the Friends of the Meriden Library on July 21.

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MER Circulation 2012-14



MER Visits 2012-14



2:59 PM
 07/31/14
 Cash Basis

Plainfield Libraries
Meriden P&L Budget vs. Actual
 YTD 2014

	Jan - Dec 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	1,235.68	2,292.00	-1,056.32
Appropriation - Operations	7,000.00	16,215.00	-9,215.00
Appropriation - Salary	16,151.93	29,957.00	-13,805.07
Total Town Appropriation	24,387.61	48,464.00	-24,076.39
Trust Fund Income	350.00	700.00	-350.00
Gifts	225.00		
Fines	190.81		
Interest Income			
Interest - Checking	0.53		
Interest - Savings	7.45	10.00	-2.55
Total Interest Income	7.98	10.00	-2.02
Misc Income	201.00	300.00	-99.00
Total Income	25,362.40	49,474.00	-24,111.60
Expense			
Salaries	16,151.93	29,957.00	-13,805.07
FICA	1,235.68	2,292.00	-1,056.32
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	935.53	1,600.00	-664.47
Books & Magazines	2,314.31	5,400.00	-3,085.69
Library Materials - Other	346.50		
Total Library Materials	3,596.34	7,000.00	-3,403.66
Telephone	306.51	540.00	-233.49
Electricity	806.23	1,700.00	-893.77
Fuel Oil	1,977.56	2,000.00	-22.44
Water/Sewer	300.00	500.00	-200.00
Supplies	445.59	800.00	-354.41
Postage	60.85	250.00	-189.15
Professional Activities	235.75	300.00	-64.25
Programs	105.81	400.00	-294.19
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	568.37	1,600.00	-1,031.63
Automation/Cataloging	800.00	800.00	0.00
Computer/Software	240.00	850.00	-610.00
Misc Expense	0.00	100.00	-100.00
Total Expense	26,830.62	49,474.00	-22,643.38
Net Ordinary Income	-1,468.22	0.00	-1,468.22

2:59 PM
07/31/14
Cash Basis

Plainfield Libraries
Meriden P&L Budget vs. Actual
YTD 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
Encumbered Funds	1,859.60		
Building Funds Expense	6,449.87		
Total Other Expense	<u>8,309.47</u>		
Net Other Income	<u>-8,309.47</u>		
Net Income	<u>-9,777.69</u>	<u>0.00</u>	<u>-9,777.69</u>

MER STATISTICS 2014

		Visits												Total
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December		
Total	485	443	513	412	420	618	857	0	0	0	0	0	3748	

		Circulation												Total
	January	February	March	April	May	June	July	August	Sept	October	November	December		
Total	883	849	948	758	826	967	1328	0	0	0	0	0	6559	
Items Added	57	19	51	12	28	54	27						248	
Items Removed	25	0	94	84	37	0	0						240	
Volunteer Hours	10	11	25	19.5	27	31	11						134.5	

		Programs												Total
	January	February	March	April	May	June	July	August	Sept	October	November	December		
Childrens Programs	4	4	3	3	5	4	8						31	
Children Attendance	35	38	22	17	24	98	138						372	
Total Attendance	92	58	59	26	37	105	225						602	
Reference Questions														
Computer Use			33	30	26	16	27							

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
August 2014
Activities for July 2014

1. Automation: The volunteers continue to work steadily. Almost everything is finished except for the adult nonfiction.
2. Programs: There were three programs with the Summer Reading theme--Science Tricks with Food, Dinosaurs and the Jedi Knight Training. The Jedi Knight Training was spectacular. The Knight was very good, had the children well-controlled. Everyone loved it. Kids haven't stopped talking about it. In addition, the children's theater programs have been held on Mondays. Attendance so far (end of July) totals 232. The Book Discussion group continued for adults. We also had an author speak on her new book--Jessica Landers with "Driving Backwards."
3. Book Transport: Keys have been made for the police. One didn't work and I will get it redone. I have notified the chief and am setting up a tour of the library for the department.
5. Personnel: There was an issue with Suellen's pay. The town's salary program had a problem and Suellen was paid the old rate for April and May. I discussed it with Michele Marsh and she has straightened it out and sent Suellen the small amount of back pay due.
6. Donation: We are getting a great donation. The Plummer family is donating an outdoor bench in memory of their mother Doris, who was a long-time librarian here. Doris and her husband also donated the land that the library addition is on. The bench should arrive in a few weeks.
7. General: The two Friends group made a wonderful float for the 4th of July with the Summer Reading Program theme.

Nancy Norwalk, Director

3:00 PM
07/31/14
Cash Basis

Plainfield Libraries
PRML P&L Budget vs. Actual
YTD 2014

	Jan - Dec 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	1,376.78	2,717.00	-1,340.22
Appropriation - Operations	14,000.00	29,610.00	-15,610.00
Appropriation - Salary	17,997.20	35,518.00	-17,520.80
Total Town Appropriation	33,373.98	67,845.00	-34,471.02
Trust Fund Income	1,000.00	2,000.00	-1,000.00
Gifts	150.00		
Fines	392.00		
Grants	370.00		
Interest Income			
Interest - Savings	0.71		
Total Interest Income	0.71		
Misc Income	0.00	300.00	-300.00
Total Income	35,286.69	70,145.00	-34,858.31
Expense			
Salaries	17,997.20	35,518.00	-17,520.80
FICA	1,376.78	2,717.00	-1,340.22
Sick Pay	0.00	1,000.00	-1,000.00
Library Materials			
Audio/Visual	450.69	1,200.00	-749.31
Books & Magazines	3,750.42	8,000.00	-4,249.58
Total Library Materials	4,201.11	9,200.00	-4,998.89
Telephone	750.87	1,080.00	-329.13
Electricity	1,809.53	3,000.00	-1,190.47
Fuel Oil	5,127.63	6,980.00	-1,852.37
Water/Sewer	146.60	300.00	-153.40
Supplies	523.15	1,500.00	-976.85
Postage	138.53	250.00	-111.47
Professional Activities	571.95	300.00	271.95
Programs	670.66	600.00	70.66
Furniture/Equipment	151.47	950.00	-798.53
Elevator	1,028.20	1,700.00	-671.80
Maintenance	1,707.76	3,300.00	-1,592.24
Automation/Cataloging	986.00	800.00	186.00
Computer/Software	99.99	850.00	-750.01
Misc Expense	110.94	100.00	10.94
Total Expense	37,398.37	70,145.00	-32,746.63
Net Ordinary Income	-2,111.68	0.00	-2,111.68

3:00 PM
07/31/14
Cash Basis

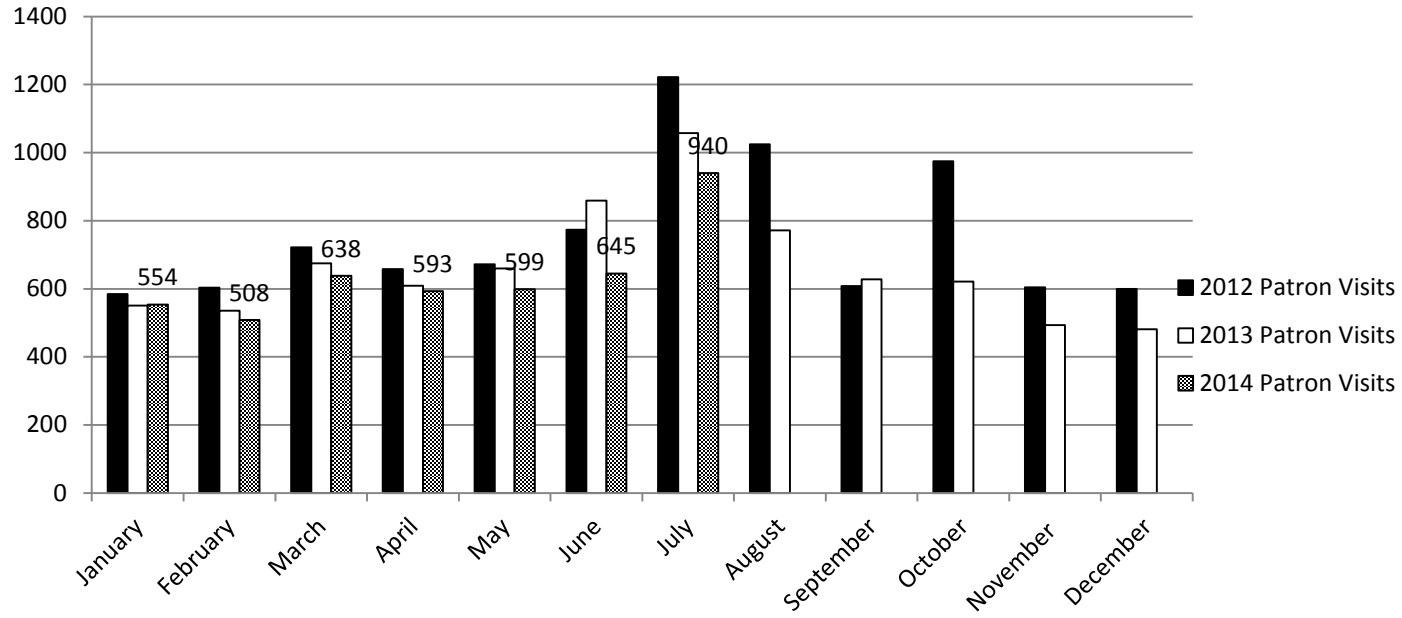
Plainfield Libraries
PRML P&L Budget vs. Actual
YTD 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Income			
Building Funds	<u>11,910.25</u>		
Total Other Income	<u>11,910.25</u>		
Other Expense			
Encumbered Funds	400.04		
Building Funds Expense	<u>11,910.03</u>		
Total Other Expense	<u>12,310.07</u>		
Net Other Income	<u>-399.82</u>		
Net Income	<u><u>-2,511.50</u></u>	<u>0.00</u>	<u><u>-2,511.50</u></u>

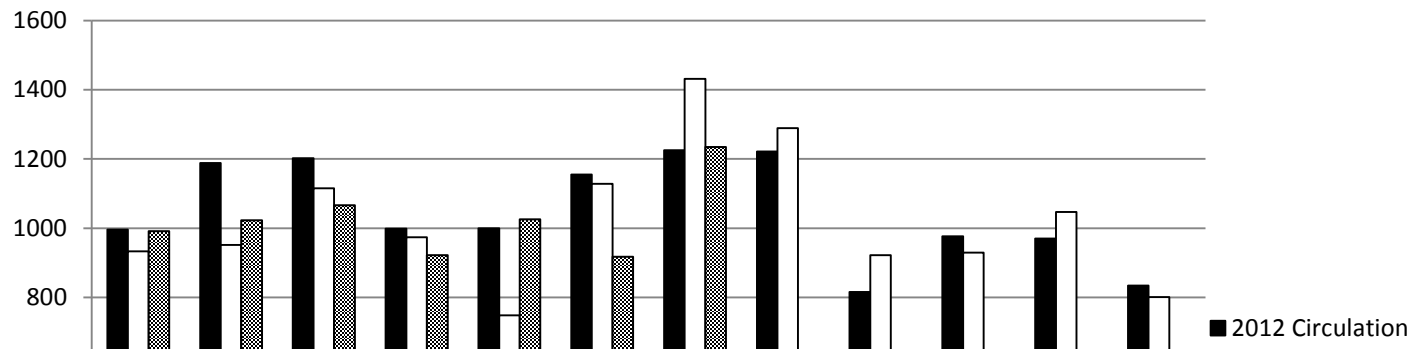
PHILIP READ MEMORIAL LIBRARY

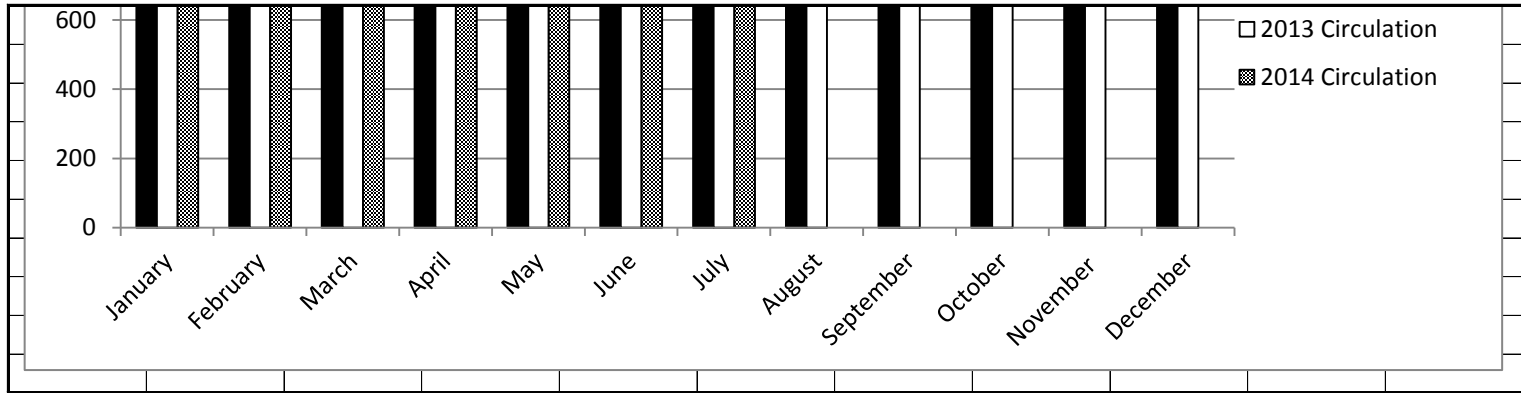
Patron Visits 2012													
	January	February	March	April	May	June	July	August	September	October	November	December	Totals to Date
All	585	603	722	658	672	774	1222	1025	608	975	604	600	9048
Circulation 2012													
	January	February	March	April	May	June	July	August	September	October	November	December	
Adult													
Fiction	217	265	271	208	276	260	232	223	183	235	255	252	2877
Non-Fiction	65	76	56	42	64	77	70	63	57	49	43	47	709
Audio	39	40	33	24	40	31	37	33	24	36	35	35	407
Movies	176	219	169	161	134	234	172	159	139	167	113	130	1973
Children													0
Print	298	360	406	345	255	302	386	439	229	259	283	161	3723
Movies	53	53	61	63	61	80	107	106	50	57	56	26	773
Audio	3	8	19	8	10	11	22	24	16	11	3	4	139
Magazines	128	144	149	127	136	134	157	152	89	132	164	156	1668
Other	3	4	5	1	6	3	8	7	6	4	5	1	53
ILL													0
Loaned	14	19	33	20	18	23	34	16	23	27	13	22	262
Downloadable audio & E-books 1/2 of total													441
Totals	996	1188	1202	999	1000	1155	1225	1222	816	977	970	834	13025
ILL Borrowed	17	28	36	49	47	44	16	27	23	26	21	17	351
Computer Users	75	74	81	86	79	123	122	115	83	137	88	76	1139
Automation items added							to date	663	414	355	1324	770	3526
Automation Vol. Hrs.							to date	55	18	36.75	40.75	50.85	201.6
Items Weeded							to date		368	403	97	75	943
Programs													
Children's Programs										4	4	5	
Attendance										112	19	88	
Adult Programs										5	2	0	
Attendance										44	31	0	

Philip Read Memorial Library Patron Visits



Philip Read Memorial Library Circulation





	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3		<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
4	Total Visits	554	508	638	593	599	645	940	0	0	0
5											
6	Total Circulation	991	1023	1066	922	1026	917	1235	0	0	0
7											
8	Items Added	374	510	827	1582	939	1133	1119	0	0	0
9	Items Removed	21	22	143	240	66	250	42	0	0	0
10											
11	Children's Programs	1	1	1	1	1 (2 plays)	2 & 4 plays		0	0	0
12	Children Attendance	8	16	16	12	13	NA	77	0	0	0
13	Total Attendance	16	35	47	34	29	25	87	0	0	0
14	Reference Questions										
15	Computer Use	63	63	85	107	88	119	168	0	0	0

	L	M	N
1			
2			
3	<u>November</u>	<u>December</u>	<u>Total</u>
4	0	0	4477
5			
6	0	0	7180
7			
8	0	0	6484
9	0	0	784
10			
11	0	0	5
12	0	0	142
13	0	0	273
14			
15	0	0	693

PLAINFIELD PUBLIC LIBRARIES

Board of Trustees

July 14, 2014

Both Libraries Featured

7:00 pm – Meriden Library

Approved 8/4/14

Attending: Suzanne Spencer, Anita Brown, Mark Pensgen, Hillary Sundell, Mary King (Director of Meriden Library), Nancy Norwalk (Director of Philip Read Memorial Library)

Absent: Nancy Liston

Members of the Public: Dennis Girouard, Susan Russo, Stewart Hodgeman

Call to Order – 7:15 pm

Roll Call, approval of agenda

Public Comments: None

A. General

1. Announce: Non-public session announcement if necessary.

RSA 91 – A-:3 II

(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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

- B. Approval of Minutes for previous meetings; June 2, June 3, and June 9.

MOTION made and seconded. The motion was unanimous and carried.

C. Correspondence and Donations

1. Friends of the Meriden Library ask to pursue the Ramp for ADA.
2. No Donations

D. Reports

1. State Catalog has been down for a couple of weeks, making it difficult. Mark to set up an Excel format for Director's reports to be universal. Mary offered a laptop for Mark to take home to work with.

MOTION made and seconded to accept Director's reports. The motion was unanimous and carried.

2. Financial – Still no salary update, all bills are coming in as anticipated. If you don't hear anything go with working data. **MOTION** made and

seconded to accept Treasurer's report. The motion was unanimous and carried.

E. Working Groups

1. IT – Mark to connect with Jeff Moore. Nancy N. had asked Jeff M. what his rates were {he has 2 levels – one for business \$65 approx. \$50 for private/library an hour} We should be rid of Windows XP by August, Evergreen receipt printer issues. Time frame to be set by August.
2. Policies – Hillary read the first read of Collection Policy. Nancy L. and Hillary to meet with Directors for review of collection policy.

F. Library Directors

1. 4 keys have been distributed to the Police department for Meriden, Nancy N. to have 4 keys made for same purpose.
2. Ramp, the Friends are asking to start the process.
MOTION made to contact Steve H. to begin process for ramp. Pictures, engineering and other data needs to be collected. Suzanne to contact Steve. Motion seconded and unanimous and carried.
3. Basement at PRML - Dennis presented his findings. Suzanne and Anita to pursue the Weller & Michael Architects, Mark P. suggested a letter. Dennis offered to assist.

8:03 pm - **MOTION** made to go into Non-public session.

Specific Statutory reason cited as foundation for the nonpublic session;

RSA 91 – A-:3 II (c)

(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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Vote as follows;

Suzanne Spencer	Yes
Anita Brown	Yes
Mark Pensgen	Yes
Hillary Sundell	Yes

MOTION unanimous and carried

MOTION made and seconded to come out of non-public session;

Vote as follows;

Suzanne Spencer	Yes
Anita Brown	Yes
Mark Pensgen	Yes
Hillary Sundell	Yes

8:57 pm - MOTION – To seal non-public minutes per **RSA 91-A:3 III** – *Minutes of meetings in nonpublic session shall be kept and the record of all action shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in non-public session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any other person than a member of the public body itself, or render the proposed action ineffective...*

VOTE as follows;

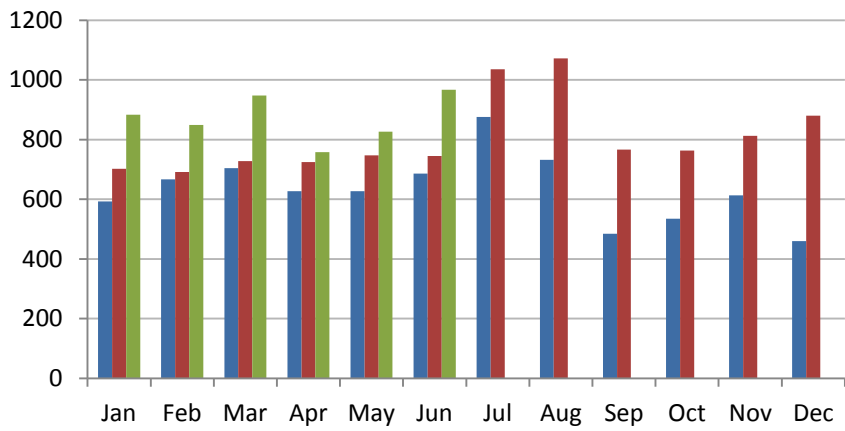
Suzanne Spencer	Yes
Anita Brown	No
Mark Pensgen	Yes
Hillary Sundell	No

MOTION: Fails

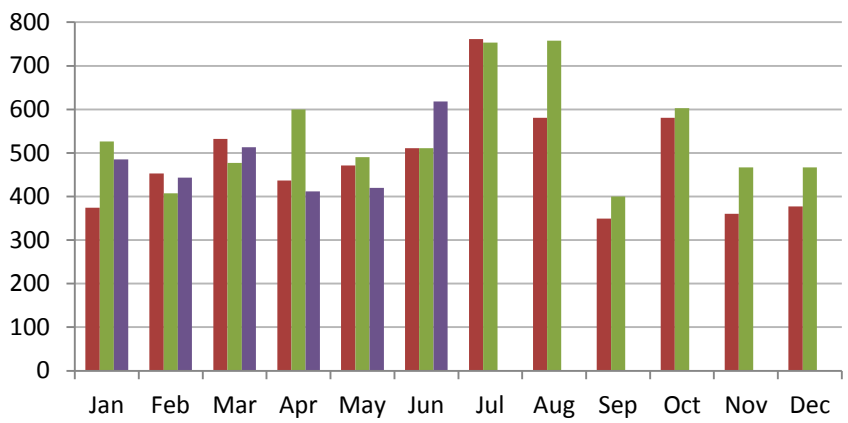
9:04pm **MOTION** to adjourn, made and seconded, unanimous and carried.

hs

MER Circulation 2012-14



MER Visits 2012-14



Meriden Library
Director's Report
June 2014

CLOSED June 2, Basement Renovations
Children's Room Closed, June 2-6.

Statistics Attached.

Programs

Two special programs were held in June. On Thursday, June 19 we held an open house as a grand opening for the children's room and for children to sign up for the summer reading program. 13 families attended with 13 adults and 29 children. On Tuesday, June 26 we held our kick-off to summer reading with a performance by Steve Blunt. Because of threatening weather, the program was held at the Plainfield Elementary School. 19 families attended with 24 adults and 38 children.

Activities

I spent 4 hours as System Administrator running reports, training a staff member and meeting with Nancy Norwalk.

I attended the monthly meeting of the Friends of the Meriden Library on June 16. The agenda included discussions on future programming and my wish list for new items for the children's room. The Friends will be purchasing area rugs and décor for the walls.

On Tuesday, June 24, I attended an Evergreen training for original cataloging at the Howe Library.

Automation

Automation projects this month included cataloging pre-cataloged items and special collections.

Facility

Improvements to the children's room were completed on Thursday, June 6 and the room re-opened on Saturday, June 7. The improvements included paint and new carpet. Shelving and furniture were rearranged. Two book shelves were removed and a rotating tower that held DVDs and audios was given to Philip Read Memorial Library. Adult materials that were being stored in the basement were moved into the general collection or weeded.

Plainfield Libraries
Meriden P&L Budget vs. Actual
YTD 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	723.10	2,292.00	-1,568.90
Appropriation - Operations	7,000.00	16,215.00	-9,215.00
Appropriation - Salary	19,191.43	29,957.00	-10,765.57
Total Town Appropriation	<u>26,914.53</u>	<u>48,464.00</u>	<u>-21,549.47</u>
Trust Fund Income	350.00	700.00	-350.00
Gifts	225.00		
Fines	146.26		
Interest Income			
Interest - Checking	0.33		
Interest - Savings	6.85	10.00	-3.15
Total Interest Income	<u>7.18</u>	<u>10.00</u>	<u>-2.82</u>
Misc Income	166.00	300.00	-134.00
Total Income	<u>27,808.97</u>	<u>49,474.00</u>	<u>-21,665.03</u>
Expense			
Salaries	18,903.66	29,957.00	-11,053.34
FICA	1,010.87	2,292.00	-1,281.13
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	841.53	1,600.00	-758.47
Books & Magazines	2,036.59	5,400.00	-3,363.41
Library Materials - Other	320.43		
Total Library Materials	<u>3,198.55</u>	<u>7,000.00</u>	<u>-3,801.45</u>
Telephone	264.32	540.00	-275.68
Electricity	738.15	1,700.00	-961.85
Fuel Oil	1,977.56	2,000.00	-22.44
Water/Sewer	200.00	500.00	-300.00
Supplies	376.84	800.00	-423.16
Postage	60.85	250.00	-189.15
Professional Activities	235.75	300.00	-64.25
Programs	82.97	400.00	-317.03
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	557.87	1,600.00	-1,042.13
Automation/Cataloging	0.00	800.00	-800.00
Computer/Software	240.00	850.00	-610.00
Misc Expense	0.00	100.00	-100.00
Total Expense	<u>27,847.39</u>	<u>49,474.00</u>	<u>-21,626.61</u>
Net Ordinary Income	-38.42	0.00	-38.42
Other Income/Expense			
Other Expense			
Encumbered Funds	1,859.60		
Building Funds Expense	6,449.87		
Total Other Expense	<u>8,309.47</u>		
Net Other Income	-8,309.47		
Net Income	<u><u>-8,347.89</u></u>	<u><u>0.00</u></u>	<u><u>-8,347.89</u></u>

MER STATISTICS 2014

	Visits												Total
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December	
Total	485	443	513	412	420	618	0	0	0	0	0	0	2891

	Circulation												Total
	January	February	March	April	May	June	July	August	Sept	October	November	December	
Total	883	849	948	758	826	967	0	0	0	0	0	0	5231
Items Added	57	19	51	12	28	54							
Items Removed	25	0	94	84	37	0							
Volunteer Hours	10	11	25	19.5	27	31							

	Programs												Total
	January	February	March	April	May	June	July	August	Sept	October	November	December	
Childrens Programs	4	4	3	3	5	4							23
Children Attendance	35	38	22	17	24	98							234
Total Attendance	92	58	59	26	37	105							377
Reference Questions													
Computer Use			33	30	26	16							

Plainfield Libraries
PRML P&L Budget vs. Actual
YTD 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	1,141.95	2,717.00	-1,575.05
Appropriation - Operations	14,000.00	29,610.00	-15,610.00
Appropriation - Salary	14,927.49	35,518.00	-20,590.51
Total Town Appropriation	30,069.44	67,845.00	-37,775.56
Trust Fund Income	1,000.00	2,000.00	-1,000.00
Gifts	150.00		
Fines	392.00		
Grants	370.00		
Interest Income			
Interest - Savings	0.71		
Total Interest Income	0.71		
Misc Income	0.00	300.00	-300.00
Total Income	31,982.15	70,145.00	-38,162.85
Expense			
Salaries	14,927.49	35,518.00	-20,590.51
FICA	1,141.95	2,717.00	-1,575.05
Sick Pay	0.00	1,000.00	-1,000.00
Library Materials			
Audio/Visual	435.71	1,200.00	-764.29
Books & Magazines	3,722.59	8,000.00	-4,277.41
Total Library Materials	4,158.30	9,200.00	-5,041.70
Telephone	640.95	1,080.00	-439.05
Electricity	1,584.36	3,000.00	-1,415.64
Fuel Oil	5,127.63	6,980.00	-1,852.37
Water/Sewer	99.40	300.00	-200.60
Supplies	414.65	1,500.00	-1,085.35
Postage	138.53	250.00	-111.47
Professional Activities	361.95	300.00	61.95
Programs	670.66	600.00	70.66
Furniture/Equipment	151.47	950.00	-798.53
Elevator	1,028.20	1,700.00	-671.80
Maintenance	1,275.76	3,300.00	-2,024.24
Automation/Cataloging	186.00	800.00	-614.00
Computer/Software	0.00	850.00	-850.00
Misc Expense	110.94	100.00	10.94
Total Expense	32,018.24	70,145.00	-38,126.76
Net Ordinary Income	-36.09	0.00	-36.09
Other Income/Expense			
Other Income			
Building Funds	11,485.75		
Total Other Income	11,485.75		
Other Expense			
Encumbered Funds	400.04		
Building Funds Expense	11,485.53		
Total Other Expense	11,885.57		
Net Other Income	-399.82		
Net Income	-435.91	0.00	-435.91

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
July 2014
Activities for June 2014

1. Automation: Our volunteers are working extremely hard and diligently and making great progress. While there are a few pockets of miscellaneous items they are working on, almost everything is finished except the nonfiction. As of the end of June, 18,882 items were in the Evergreen system--completed in just about two years' time. It appears, though, that we have lost one of our newer volunteers to illness. Our three most loyal volunteers are still hard at it.

Mary and I met the middle of June for 1 ½ hours and went over a number of things.

2. Maintenance: An additional fire extinguisher was installed downstairs per the recommendation of the fire chief (from construction funds). Mike Copp also replaced the magnetic door holder on the back inner door, which had a bad wire and wasn't working (library funds).

3. Programs: The Summer Reading Programming started off at the end of the month with a science/food program.

The Book Discussion Group is becoming very active beyond just reading and discussing books. After reading a book about a woman in Africa working to save the elephants, the book group adopted an orphan elephant and receive regular updates on her activities. They're also attending an author reading connected to books they read.

The fly fishing lessons were successful--in the rain.

4. Projects: The large print collection was moved into the junior room into a section previously used for large reference materials. These were either moved or discarded. We also discarded a number of magazine titles which had been kept for reference and were no longer being used. Many boxes of books and AV materials were moved to the storage shed for the book sale or review.

5. Personnel: Sarah Gillens began working on June 11 and after two weeks began handling Wednesday mornings alone. I have spent considerable time training her in the day-to-day operations. Timing with the state library was perfect as they just offered their regular on-line cataloging courses. Sarah was able to take "Introduction to NHAIS," "Copy Cataloging with the NHU-PAC," and using the NHU-PAC for ILL." Unfortunately, the state library system (for holdings maintenance) has been down for several weeks so they weren't able to do "hands-on" work. The main server has to be replaced. It gave her a good introduction.

Ruth and I will both be on vacation in July--July 18-25 for me and July 21-23 for Ruth. Shirley and Sarah will be covering.

Nancy Norwalk, Director

MER STATISTICS 2014

	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December	Total
Visits	485	443	513	412	420	618	0	0	0	0	0	0	2891
Circulation													
Total	883	849	948	758	826	967	0	0	0	0	0	0	5231
Items Added	57	19	51	12	28	54							
Items Removed	25	0	94	84	37	0							
Volunteer Hours	10	11	25	19.5	27	31							
Programs													
Childrens Programs	4	4	3	3	5	4							23
Children Attendance	35	38	22	17	24	98							234
Total Attendance	92	58	59	26	37	105							377
Reference Questions													
Computer Use			33	30	26	16							

Plainfield Public Libraries
Board of Trustees
June 9, 2014 7:00pm
Featured Library – Meriden

APPROVED 7/14/14

Attending: Suzanne Spencer, Anita Brown, Mark Pensgen, Hillary Sundell, Mary King (Director of Meriden Library)

Absent: Nancy Liston (vacation)

Members of the Public: Dennis Girouard, Susan Nugent, Friend's Group,

Call to Order – 7: 11pm.

Roll Call, approval of agenda

Public Comments; none

A. General

1. . Announcement of Non-public Session (if necessary) (RSA 91-A:3, II)
(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.

Correspondence – None

Reports

A. Library Director

1. Discussions on Museum Passes i.e. Vins, Billings, Shelburne. Is there a place to track these passes with Library system? Mary announced the end of the cataloguing, now on ongoing plan (?)
2. Discussion on Meriden Library times closed, Only one day closed?
3. Summer kickoff 6/24 to August – 2nd week.
4. Transportation
 1. Discussion on transportation of books “Hold” and other interlibrary loan books that are delivered to Meriden Library. Mary spoke with Sergeant Foss as to details for transport between libraries, including Cornish and PRML. Nancy Norwalk had said previously that she would if needed, that she would pick up interlibrary loan books. Otherwise, it seems that we can take advantage of the Police transport of books between the libraries.
 - a. Mary to make duplicate keys for Officer Foss for Meriden Library.

MOTION made to accept Directors report and seconded,

The motion was unanimous and carried.

B. Finance

1. Mark stated that he is still waiting on Town for salary update on hours vs dollars spent.
2. Differences on Fuel and Electric budget a bit of an issue, have already met our oil budget for this term. Can be worked through other areas in budget.
3. Areas to watch for are; the salary budget. Discussion on extra hours with renovation of downstairs, extra hours for staff.

4. Receipts for outstanding bills on painting and carpet. All coming from private monies.

C. Working Groups

1. Policies

- a. Weeding, Collection and Retention of Books & Records - delayed until Nancy Liston's return. Should be ready for first reading at next meeting.
- b. Bylaws – Anita to send out revision before next meeting.
- c. Staff evaluations – Suzanne wanted to clear up the sentence or two that changed with the staff evaluation forms on automation, extra column piece that was separated by Nancy N.– Hillary to research. Concern by Mark, doesn't change policy on evaluations? No.
- d. Evergreen Admin. Policies – Mary working on a procedures guide on cataloguing, Hillary asked if we could have an "Evergreen Training Guide for Dummies"? Mary said she would get in touch with Howe, to see if available.

D. Library Directors

1. Specific Items

- a. Mary brought up bathroom issues, toilet does not flush well. Mark will speak with Tom Lapan about issue.
- b. Lighting issues, Liberty Utilities report.
 1. \$738.00 for retrofit for fixtures, all fixtures on this top floor contain T-12 lighting system and need to be retrofitted, if project goes forward a savings will be seen in 2 to 4 years. Mary to check with Energy Committee.

E. Other

1. Everyone finds To-Do List helpful. Hillary to be more diligent.
2. Suzanne will type up minutes for last Tuesday's meeting, and distribute.

9:02 P.M.

MOTION made by Suzanne to go into non-public session per: (RSA 91-A:3, II)

- (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.*

VOTE as follows; Suzanne – Yes, Anita – Yes, Mark – Yes, Hillary – Yes

MOTION was unanimous and carried

MOTION – It was moved and seconded to return from non-public session per RSA 91-A:3 II. The Vote was as follows; Suzanne – Yes, Anita – Yes, Mark – Yes, Hillary – Yes, The motion was unanimous and carried.

MOTION – to seal non-public minutes per RSA 91-A:3 III – *Minutes of meetings in nonpublic session shall be kept and the record of all action shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would*

affect adversely the reputation of any other person than a member of the public body itself, or render the proposed action ineffective....

The Vote was as follows: Suzanne – Yes, Anita – Yes, Mark – Yes, Hillary – Yes, The motion was unanimous and carried.

MOTION – Moved and seconded to adjourn, The Vote was as follows; Suzanne – Yes, Anita – Yes, Mark – Yes, Hillary – Yes, The motion was unanimous and carried.

Adjournment at 10:35?

Next Regular Meetings: July 14, 2014 – Both Libraries at Meriden
 August 4, 2014 – Both Libraries – Philip Read Memorial Library
 September 8, 2014 – Both Libraries – Meriden

Attachments:

Director Report Meriden –
Treasurer Report –

hs

Meriden Library
Director's Report
May 2014

CLOSED May 26, Memorial Day
 May 27-June 2, Basement Renovations
Statistics Attached.

Programs

No special programs were held in May. The Friends of the Meriden Library held their annual plant sale on Saturday, May 10. Library staff assisted that day with a children's activity inside the library.

Activities

I spent 4 hours on System Administrator tasks drafting Evergreen policies/procedures for the libraries, meeting with Nancy Liston and interviewing applicants for the PRML library aide position.

I attended the monthly meeting of the Friends on May 19. The organization received several donations that were restricted for use for the children's room and they will be funding some purchases accessories after the renovation. They will also be funding the purchase of museum passes for patron use. We hope to have the passes available to patrons by the end of June.

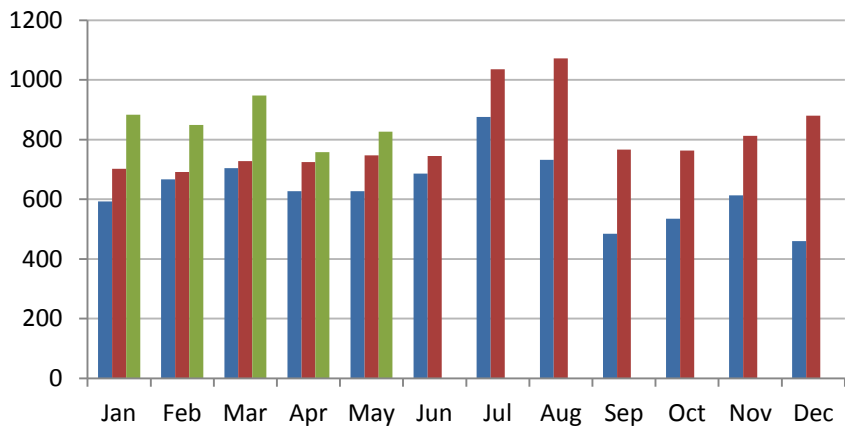
Automation

The cataloging of the existing collection was completed in May. At the time of completion the collection totaled 10,031 items; very close to our estimate of 10,000 items. There are still materials that will need original cataloging and that will be done by staff.

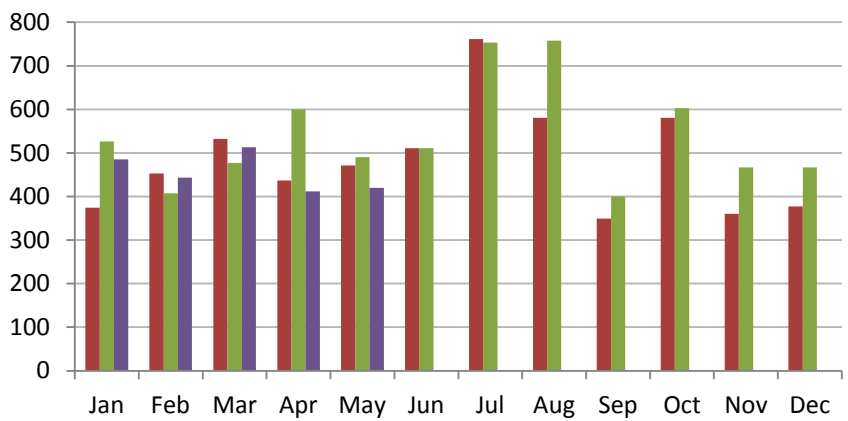
Facility

Renovations to the children's room began this month. The area needed to be closed to patrons so that all of the books could be stored for the painting and re-carpeting. Volunteers helped to pack everything and moved all the furniture away from the walls. The bathroom, downstairs hallway and children's room were painted.

MER Circulation 2012-14



MER Visits 2012-14



10:32 AM

05/03/14

Cash Basis

Plainfield Libraries Meriden P&L Budget vs. Actual YTD 2014

	Jan - Dec 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	723.10	2,292.00	-1,568.90
Appropriation - Operations	3,500.00		
Appropriation - Salary	9,451.73	46,172.00	-36,720.27
Total Town Appropriation	13,674.83	48,464.00	-34,789.17
Trust Fund Income	350.00	700.00	-350.00
Gifts	225.00		
Fines	146.26		
Interest Income			
Interest - Checking	0.25		
Interest - Savings	4.47	10.00	-5.53
Total Interest Income	4.72	10.00	-5.28
Misc Income	166.00	300.00	-134.00
Total Income	14,566.81	49,474.00	-34,907.19
Expense			
Salaries	9,451.73	29,957.00	-20,505.27
FICA	723.10	2,292.00	-1,568.90
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	806.58	1,600.00	-793.42
Books & Magazines	1,318.92	5,400.00	-4,081.08
Total Library Materials	2,125.50	7,000.00	-4,874.50
Telephone	178.39	540.00	-361.61
Electricity	511.16	1,700.00	-1,188.84
Fuel Oil	1,977.56	2,000.00	-22.44
Water/Sewer	200.00	500.00	-300.00
Supplies	288.46	800.00	-511.54
Postage	60.85	250.00	-189.15
Professional Activities	180.54	300.00	-119.46
Programs	59.15	400.00	-340.85
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	357.87	1,600.00	-1,242.13
Automation/Cataloging	0.00	800.00	-800.00
Computer/Software	240.00	850.00	-610.00
Misc Expense	0.00	100.00	-100.00
Total Expense	16,354.31	49,474.00	-33,119.69
Net Ordinary Income	-1,787.50	0.00	-1,787.50

10:32 AM
05/03/14
Cash Basis

Plainfield Libraries
Meriden P&L Budget vs. Actual
YTD 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
Encumbered Funds	1,859.60		
Building Funds Expense	1,320.00		
Total Other Expense	<u>3,179.60</u>		
Net Other Income	<u>-3,179.60</u>		
Net Income	<u><u>-4,967.10</u></u>	<u><u>0.00</u></u>	<u><u>-4,967.10</u></u>

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 3, 2014, 12:30 pm at Meriden Library

Present: Mark Pensgen, Nancy Liston, Suzanne Spencer, Nancy Norwalk (Library Director), Mary King
(Library Director)

Members of the Public: none

12:30 pm Call to Order – Trustees & Directors

Nancy Liston opened the meeting by emphasizing the need for the library system to work as a single unit so that any patron could go into either library and know that he/she can pick books up, check them out, and return them at either location. Both libraries should operate as one.

The board discussed police transport of books back and forth between both libraries. Nancy Norwalk objected to the initial plan based on concerns about getting Inter-Library Loan books to patron in a timely fashion if the books took two extra days to go from the ILL van delivery to patrons.

The board revised the schedule to include a Saturday transport. Suzanne said she would follow up with the Plainfield Police to see if this would be feasible.

Concerns were raised about checking holds in Evergreen. Mary said that there have been a couple cases where it took a week to 10 days before holds got transferred from PRML.

Nancy Liston said checking holds in Evergreen is a priority. The board discussed both libraries having a hold shelf by the circulation desk.

The board also discussed the need for when materials are returned to get checked in with Evergreen so patrons don't accumulate fines (before it goes into transit). Nancy Norwalk said there have been issues with getting materials out of transit in Evergreen. Nancy Liston said if that's the case, the library employee should call for help.

The board also agreed that all staff need to place holds in Evergreen. Once when a patron came in asking for hold item, it wasn't in Evergreen.

The board also discussed the need for a policy manual for Evergreen so that both libraries do things the same way.

1:08 Adjournment

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 2, 2014, 7:00 p.m. – Philip Read Memorial Library

Attending: Suzanne Spencer, Mark Pensgen, Nancy Liston, Hillary Sundell, Nancy Norwalk (Director of Philip Read Memorial Library) Anita Brown absent – Family

Members of the Public: Dennis Girouard, Ruth Stalker

A. Call to Order – 7:10pm

A. No Public Comments

B. Announcement of Non-public Session (RSA 91-A:3, II)

(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.

C. Approval of Agenda and Roll Call

D. Approval of Minutes for May 5, Joint Meeting, MOTION to accept made and seconded, motion unanimous and carried.

E. Correspondence

a. \$ 100 donation from Hanover Garden Club, MOTION to accept made and seconded, motion unanimous and carried.

F. Reports

a. Directors Report

Discussed duties for replacement for Suellen's position – Wednesdays in particular, followed by discussion. Book integration in the fiction area, front side room seems to be successful. All books are back on the shelves, Large Print books have been moved to far wall in Junior section with the possibility that Junior section to move downstairs in the future. And with the understanding that more weeding, shifting and signage of books to be done in the very near future. MOTION – to accept Directors report made and seconded, motion unanimous and carried.

b. Financials

Nancy N. asked for help with graph, Mark felt that it might be an older version, Mark explained that he had asked for operations appropriations earlier than usual most likely due to oil bills and

there was a mix-up with a payment going to company for lights at PRML. Mark paid this bill to be expedient, a little miscommunication with Steve Hallerin, all set now. Mark has requested and has not received yet the salary portion through May – Normal.

Fuel Contracts – Hillary to follow up, place on agenda for next meeting discussion. Nancy Roy \$75. for file cabinets payment pending, Mark to follow up. – chk # 2672. Nancy N. will follow up. Discussion on Stamps – Mark to take care of “Postcard stamps.” Much discussion on invoices and e-mails all taken care of. MOTION to accept report made and seconded, motion unanimous and carried.

c. Working Groups

Policies – Collection, Selection to be sent out at later date by Nancy Liston to all BOT and to discuss at a later meeting, as Nancy N. and Mary K. have not reviewed. July to be first reading!

ByLaws – Anita to bring to next meeting.

IT Support - Mark has spoken with Mark Cohen and Chuck McAndrew. Chuck (?) has seen both libraries, understands the issues, modified system, and a possibility to exchange at a reasonable price to swap out EXP computers. New possibilities to have a full “size” computer, ie, Raspberry Pie, credit card size computer.” Connectivity issues were discussed with Chuck and more, Mark recommends Chuck and feels he can deal with all and with all our priorities, has the knowledge and capabilities to answer our needs. Nancy L. asked about an inventory of our software programs., discussion on network printers – Thoughts on “Google Domain.” Nancy L. asked how much \$ amount to solve. Suzanne asked will he be on call? Mark responded that he would be available by e-mail or remotely as a possibility. Nancy N. suggested that we should have a discussion with Jeff Moore (neighbor & IT guy) as well as have “Des” (current volunteer IT guy) .

Trustee Seminar – Some discussion, but notes to be presented when all participants are present.

G. Library Director and Other Business

a. Letter signed by Trustees to be presented at party for Suellen on June 28, 2014.

b. Basement concerns – Ruth Stalker joined as public.

Suzanne spoke with Anita; she is to receive a write up from Anita, Hillary research 2012 minutes for discussions that are relevant to after Mr. Collins took place of Fire Inspector, Dennis

had been trustee at the time and has offered research assistance – He will look through minutes pertaining to the basement Estes and Gallup is supposed to come back and finish up. Ceiling tiles, lock smith still not complete. Monies are withheld until job done. Nancy L. will talk with Bernadine Webber, former trustee Trustees to write a letter, Anita or Suzanne to draft letter for corrections.

c. Automation – Meeting tomorrow – Suzanne, Mark, Nancy L & Directors – ie transport of materials & holds. Meeting at 12:30pm

MOTION: To go into Non-public Session (RSA 91-A:3, II)

(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.

MOTION: Made and Seconded, The motion was unanimous and carried

8:30pm – Adjournment of public meeting. Non-Public Meeting was moved outside to front lawn of PRML.

9:30 (?) Public Session reconvened

MOTION: to Seal Minutes made

ROLL CALL to Seal Minutes

Vote as follows:

Suzanne Spencer	Yes
Mark Pensgen	Yes
Hillary Sundell	Yes
Nancy Liston	Yes

MOTION: Passed

9:32 (?) MOTION to Adjourn made, seconded, motion was unanimous and carried.

Attachments –

HS

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

May 5, 2014, 7:00pm at Meriden Library – both libraries featured

Present: Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell, Suzanne Spencer, Nancy Norwalk
(Library Director), Mary King (Library Director)

Members of the Public: Dennis Girouard

7:14 pm Call to Order – Trustees & Directors

Roll Call, Approval of Agenda

7:15 pm - 7:17 pm Public Comments

A. No public comments

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.

7:17 – 7:56 p.m. Reports – Mark reported nothing unusual in the financial reports. There were questions about maintenance and gifts. Hillary Sundell moved to accept the financial reports. Anita Brown seconded, all voted in favor.

Library directors – Mary King reported on plans for painting and replacing the carpet in the basement. She would have to close the downstairs for a week. She would try to replace the carpeting at the same time; if she can't coordinate both then they'll wait. The board agreed to go ahead.

Nancy Norwalk said she volunteer book giver for World Book Night, which involved giving away 25 free books around town. There was discussion about a circulation receipt printer issue. Nancy Norwalk said Pam Smith came from the Howe Library and fixed the printer, although it requires several extra steps. Mary King said that patron receipts at PRML are still not printing correctly. She said that she and Pam Smith visited PRML to fix the problem but the next day settings reverted back. Mary believes that until we can figure out what is causing the issue the solution would be to switch computers.

Mary gave feedback on the New Hampshire Library Association Conference.

7:56 – 8:05 p.m.

Working groups – Nancy Liston said she has a completed first draft of a collections policy with weeding and gifts procedures incorporated.

8:05 – 8:10 pm

The board reorganized roles as follows:

Hillary – Secretary

Treasurer – Mark

Suzanne – Chair

Anita – Vice Chair

The board voted to approve these roles.

Working Groups:

Nancy Liston – Technology and Policy

Mark – Technology

Hillary – Policies

Anita and Suzanne – Human Resources

Anita and Suzanne – Facilities

Friends Liasons:

PRML - Hillary

Meriden - Suzanne

8:10 – 8:57 p.m.

The board discussed bylaws.

8:57

The board approved the 4.21.2014 minutes with changes.

9:01 Announce nonpublic session RSA 91-A:3, II (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.

9:32 pm Back in public session.
The board approved a motion to seal the minutes.

Anita Brown - Yes

Mark Pensgen –Yes

Suzanne Spencer –Yes

Hillary Sundell –Yes

Nancy Liston – Yes

9:32 pm The board approved a motion to adjourn

Adjournment at 9:32 p.m.

Attachments:

Financial Report (1)

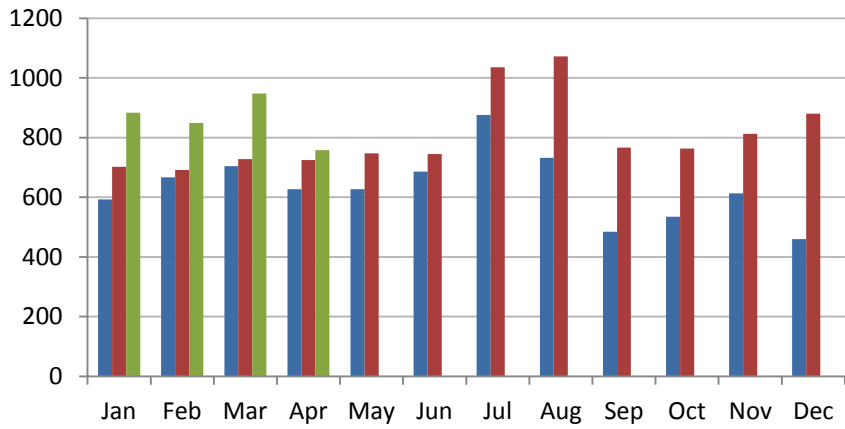
Director's Reports (2)

Stats (3)

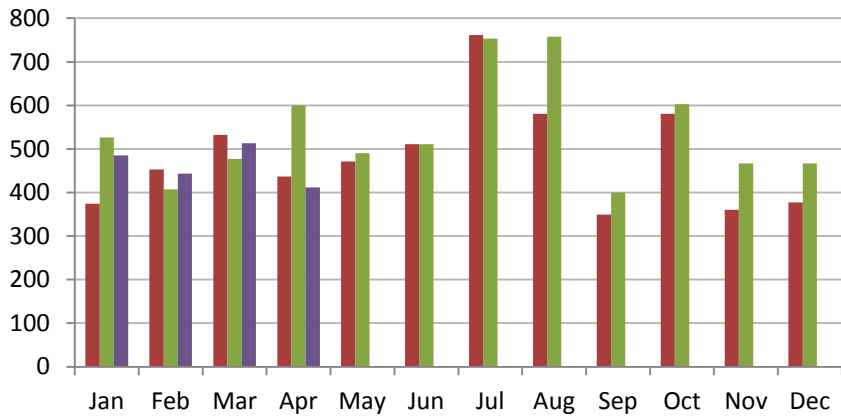
PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
May 2014
Activities for April 2014

1. Automation: With all four regular volunteers here, putting in their normal hours, we have been making great strides in this process. There are now 16,813 items all automated. Mary (3 hours) and Pam (Howe Library) (1 hour) were here to update Sharon on some training and then to attempt to fix the receipt printer. The printer works but with several extra steps. While we plan to have a big celebration when the automation is finished, perhaps some special acknowledgment of the volunteers' accomplishment could be done at this point.
2. Meeting Room: The book discussion group, the felting class and two other committees are using the meeting room regularly. It's a wonderful space for them.
3. Maintenance: Joanna Sharf was able to check the issue with the outside walkway lights. The light sensor was bad and she has replaced it.
4. Downstairs: The vinyl flooring has been installed in the utility rooms and the toilet re-installed.
5. Rearranging: The staff and some volunteers have begun rearranging the fiction room. It is about three-quarters finished. Thanks, especially, to Hillary who has put in lots of hours.
6. Miscellaneous: For the second year, I was a volunteer book giver for World Book Night. I had no trouble giving away the 25 free books. See the Howe Library's web page. This year 29,000 volunteers, across the country, took part.

Circulation 2012-14



Visits 2012-14



Director's Report
Meriden Library
April 2014

Statistics attached.

Programs

There were no special programs in April.

Activities

I attended the New Hampshire Library Association Spring Conference on April 23 and 24. I attended 7 different sessions and presented as a panel member at a session. All of them were informative but the two that I felt I gained the most pertinent information from were, *Novel List and Common Core* and *Alternative Patron Computing*. I will be providing an overview at a trustee meeting.

Automation

387 books were cataloged in April bringing the total to 9865. We only have a few hundred books that remain to be cataloged, and I expect that the project could be completed by the end of May. We have some items that need original cataloging that will be completed by staff.

Facility

Five replacement windows were installed in the basement. Peet Danen was able to complete the installation on two days when the library was not open. Terri Crane and I have been working on cleaning out and organizing the large storage closet. This has been a goal for some time and it will be one more improvement to the organization of the library.

We received the report of the energy audit conducted by Liberty Utilities in March. A copy of the report is attached.

	January	February	March	April	May
Patron Visits	485	443	513	412	
Adults	380	352	400	323	
Young Adults	13	8	8	4	
Children	92	83	105	85	
Total	485	443	513	412	0

	January	February	March	April	May
Adults	335	305	357	292	
Children & YA	418	427	439	336	
Magazine	24	19	27	26	
ILL incoming	42	31	41	34	
NH Downloadable	64	67	84	70	
Total Circulation	883	849	948	758	0
Items Added	57	19	51	12	
Items Removed	25	0	94	84	
Volunteer Hours	10	11	25	19.5	

	January	February	March	April	May
Childrens Programs	4	4	3	3	
Children Attendance	35	38	22	17	
Total Attendance	92	58	59	26	
Reference Questions					
Computer Use			33	30	

December	Total
0	1853

December	Total
0	3438

December	Total

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

April 21, 2014, 7:15pm at Philip Read Memorial Library

Present: Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell, Suzanne Spencer,
Nancy Norwalk (Library Director)

Public: Dennis Girouard, Bev Widger, David Grobe, David Roberts

- 7:14 pm Call to Order – Trustees & Director
- 7:15pm Roll Call, Approval of Agenda
- 7:15pm - 7:25pm Public Comments
- A. General Comments – Dennis asked about electrical work done at PRML.
- 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.
- 7:20 pm –7:25pm Approval of April 7, 2014 BOT Minutes approved.
March 10, 2014 BOT Minutes approved.
- 7:25 pm – 8:00pm Approval of Reports
- A. Financial –Mark said that maintenance costs are high because of the electrical work; we will be reimbursed by the town. Nancy Liston made a motion for a \$100 bonus for snow shoveling based on the very reasonable original quote, the extra amount of snow this winter, and the sanding and extra diligence shown. Hillary seconded Suzanne and Anita voted in favor. Mark abstained. Hillary made a motion to accept the report. Nancy Liston seconded. All voted in favor.
- B. Directors Report –The board discussed consolidating and standardizing reports. Suzanne asked if stats page had total items added with donated vs. purchased specified. Meriden has items

added, items removed. PRML received a grant for a children's science program. Nancy Liston asked if there were any automation or connectivity issues. Nancy Norwalk said there were not. Nancy Liston moved to accept the report. Hillary Sundell seconded. All voted in favor.

8:00pm – 8:53 pm

Philip Read Memorial Library Business

- A. Director's Comments/Concerns/Issues – Nancy Norwalk said we need to paint the ceiling in the older section of PRML; Nancy Norwalk does not have a quote yet. Nancy Liston suggested that we try to use the same painter that the Meriden Library is using; we might save on the quote with a larger project.
- B. Discussion on weeding process at PRML – Nancy Norwalk said that adult fiction and children's/junior books have been thoroughly weeded. Adult nonfiction is in progress. With automation, Nancy Norwalk said that adult and junior fiction is done. Junior nonfiction is 80% finished and children's picture books are 85% finished. Nancy Norwalk said that adult nonfiction has not really been started (other than new books). Suzanne asked how long of a time-frame Nancy Norwalk uses for weeding VHS tapes (she used three years and five years of non-circulation as examples). Nancy Norwalk said she doesn't go by a time schedule and it depends on the title. Nancy Liston asked how many donated books are put on the shelves vs. purchased books. Nancy Norwalk said at the end of the year they total about the same.
- C. Discussion on Best Use Policy on Basement area of PRML – Nancy Norwalk showed the trustees and members of the public the current plan for the basement. Nancy Liston and Suzanne raised concerns about having a teen room in the basement. The board and members of the public discussed having another staff member downstairs to provide supervision. Suzanne raised concern about money for that in the budget. Mark said that we have the time to assess the original plan made 10 years ago and that things have changed since the plan was made. We have the time to look at the ideal for now and look at what other libraries are doing for that age group. Nancy Liston asked if money is raised, who will decide where /how it will be spent. Mark said the board takes responsibility. We would discuss uses with the building committee.

8:45pm – 9:22 pm

Other Business

- A. NHLTA Annual Meeting: May 19 – Anita, Nancy Liston, Mark, and Hillary will be going. Suzanne can't make it.
- B. Other business – Mark looked into using the town system computer technician to keep the computers and network running properly and maintain consistency in how the libraries

are set up. The town pays hourly as needed. \$125/hour for support. Nancy Norwalk said she has several pcs running XP is no longer supported, so there is a possibility of viruses spreading beyond the XP computer. The board discussed upgrading them to Windows 7.

- C. The board postponed discussion of a collection policy. Suzanne asked about a donations policy. Nancy Liston said that donations would be incorporated in collection development policy.

9:24 pm Go into Non-Public Session: RSA 91-A:3, II (b) The hiring of any person as a public employee.

9:54 pm Back in public session.
The board approved a motion to seal the minutes.

Anita Brown - Yes
Mark Pensgen – Yes
Suzanne Spencer – Yes
Hillary Sundell – Yes
Nancy Liston – Yes

9:57 pm The board approved a motion to adjourn

Adjournment at 9:57 p.m.

Attachments:

Financial Report (1)
Director's Report (1)
PRML stats (2)

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
April 2014
Activities for March 2014

1. Automation: Cataloging has increased with volunteers and staff person back from Florida and surgery. In March, 827 items were added, up from 510 in February. Mary was over to give volunteer Sharon some updated training, so she is back working on the automation. At the end of March, there were 15,244 items entered. Our volunteers are dedicated and very much appreciated.
2. Programs: We held our regular story hour and book discussion programs. The book discussion group is growing with several new members. The felting class continued, but with several cancellations due to the bad weather. We triple-sponsored the showing of the DVD of "Sanctuary" performed last summer at Saint-Gaudens. This was held at Singing Hills.
3. Statistics: Since we haven't yet received the updated spreadsheet that Mark is working on, I thought it would be good to just use last year's spreadsheet and get caught up on statistic reporting. It will be easier to just transfer the numbers to the new form when Mark is finished. Therefore, the sheet is attached--no graph, though.
4. Maintenance: The new lights in the original two rooms have been installed. The electricians were great and did a good and fast job. They replaced the old wiring in the attic and installed new on/off switches. We all had been worried about possible damage to the tin ceilings under the old lights, but it turned out OK. There was only one small hole in the middle of each, which the electricians were able to cover with a metal plate. The ceilings will have to be painted where the old lights were. The new light is wonderful. What a difference.
I have reminded Joanna Sharf about the issue she is going to check regarding the outside light sensor. Now that the snow is gone, she can check that.
5. E-book Training: I hosted e-book and audio training with the Cornish Library and the State Library. It was a refresher course for our staff and new information for Cornish, as they just joined the system.
6. Grant: I am pleased to announce that I have received a grant from the Kids, Books, & Arts program from the state library to host a program this summer, as part of the Summer Reading Program.

Nancy Norwalk, Director

Plainfield Libraries
PRML P&L Budget vs. Actual
 January through December 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	670.87	2,717.00	-2,046.13
Appropriation - Operations	11,500.00	35,518.00	-24,018.00
Appropriation - Salary	8,769.59	26,893.00	-18,123.41
Total Town Appropriation	<u>20,940.46</u>	<u>65,128.00</u>	<u>-44,187.54</u>
Trust Fund Income	1,000.00	2,000.00	-1,000.00
Gifts	100.00		
Interest Income			
Interest - Savings	0.22		
Total Interest Income	<u>0.22</u>		
Misc Income	0.00	300.00	-300.00
Total Income	<u>22,040.68</u>	<u>67,428.00</u>	<u>-45,387.32</u>
Expense			
Salaries	8,769.59	35,518.00	-26,748.41
FICA	670.87	2,717.00	-2,046.13
Sick Pay	0.00	1,000.00	-1,000.00
Library Materials			
Audio/Visual	248.62	1,200.00	-951.38
Books & Magazines	1,272.71	8,000.00	-6,727.29
Total Library Materials	<u>1,521.33</u>	<u>9,200.00</u>	<u>-7,678.67</u>
Telephone	314.32	1,080.00	-765.68
Electricity	854.81	3,000.00	-2,145.19
Fuel Oil	4,580.98	6,980.00	-2,399.02
Water/Sewer	46.30	300.00	-253.70
Supplies	412.26	1,500.00	-1,087.74
Postage	0.00	250.00	-250.00
Professional Activities	0.00	300.00	-300.00
Programs	0.00	600.00	-600.00
Furniture/Equipment	0.00	950.00	-950.00
Elevator	643.10	1,700.00	-1,056.90
Maintenance	3,487.27	3,300.00	187.27
Automation/Cataloging	0.00	800.00	-800.00
Computer/Software	0.00	850.00	-850.00
Misc Expense	0.00	100.00	-100.00
Total Expense	<u>21,300.83</u>	<u>70,145.00</u>	<u>-48,844.17</u>
Net Ordinary Income	739.85	-2,717.00	3,456.85
Other Income/Expense			
Other Income			
Building Funds	1,033.00		
Total Other Income	<u>1,033.00</u>		
Other Expense			
Encumbered Funds	400.04		
Building Funds Expense	5,533.00		
Total Other Expense	<u>5,933.04</u>		
Net Other Income	<u>-4,900.04</u>		
Net Income	<u><u>-4,160.19</u></u>	<u><u>-2,717.00</u></u>	<u><u>-1,443.19</u></u>

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

April 7, 2014; 7:00 PM – Meriden Library

Present: Anita Brown, Mark Pensgen, Suzanne Spencer, Hillary Sundell, Nancy Liston, Mary King
(Library Director)

Members of the Public: Dennis Girouard

- 7:03 pm Call to Order—Trustees & Directors
- 7:03 pm Roll call, approval of agenda
- 7:05-7:15 pm Public Comments – Dennis asked for clarification about an RSA.
- A. General Comments
 - B. Announce: Non-public session announcement RSA 91-A:3, II
 - (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.
 - (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.
- 7:07-7:30 pm Approval of Reports
- A. Financial—Mark said that fuel oil expenses continue to be a concern, and we will be \$500 over budget just for the Meriden Library. Our electricity costs are down. Nancy Liston made a motion to accept the financial report. Hillary seconded. All voted in favor.
 - B. Library Director—Mary noted that she has worked with Mark on simplifying the statistics report to the board. Hillary made a motion to accept the report. NL seconded. All voted in favor.
- 7:30-8:28 pm Meriden Library Business
- A. Director's Comments/Concerns/Issues—Mary noted that circulation is up significantly. New Hampshire downloadables are going up, and the Meriden Library splits those circulation figures with PRML. Mary said that the Meriden Library used to get 1 or 2 holds per month. Last month there were 30. Mary said she is going to try using an organization called “Better World Books” which will take old/used library books. They pay for shipping and the library would get a percentage of the sales. She said that Grantham uses it and earns \$50 every couple of months. As for the physical building, Mary said Peet Danen (sp?) plans to replace the windows by the end of April. Mary is also looking at carpeting and painting the basement. For technology issues, Mary said two computers running XP that as of tomorrow won't be supported. She would like to use some of the \$850 from computer budget to replace them. Nancy Liston asked about computer support. Mark said that the town has someone on call; the library system could be included.
 - B. Weeding – A lot had to be weeded when Mary arrived. The Meriden Library has been cataloging for 2 years, so every item has been touched. She has a list of books that need to be replaced. The Meriden Library has roughly 10,000 volumes. The board discussed frequency of weeding and the issue of setting a maximum for each library's collection.
 - C. Trustee Meeting – the board discussed who would attend the Trustee Association meeting in May.

8:28 p.m. Go into Non-Public Session: RSA 91-A:3, II

(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. Mary requested to meet with the board. Mary left after discussion.

Board then met in non-public session for RSA 91-A:3, II

(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.

9:59 Out of nonpublic session

10:00- Mark made a motion to adjourn. Hillary seconded. All voted in favor.

Adjournment time: 10:00

Attachments:

Meriden Library Director Report (1)

Meriden Stats (1)

Meriden Financials (1)

Meriden Library
Director's Report
March 2014

Programs

Again this month several programs were cancelled because of bad weather. Two Thursday morning story hours were cancelled. We held an after-school crafts program on Tuesday, March 25. 7 children attended. On Monday, March 31 the Friends group held a program to kick-off National Poetry month. The program was held at the Town Offices in Meriden. 14 adults and 1 child attended.

A new on-going program was added, Knitting Night. The program has been well received with 7 participants at both meetings.

Activities

I attended a Librarians of the Upper Valley Coop meeting on March 17 in Springfield.

I spent 7 hours on System Administrator tasks. This included reports, review of cataloged items and some time spent at PRML resolving problems.

Automation

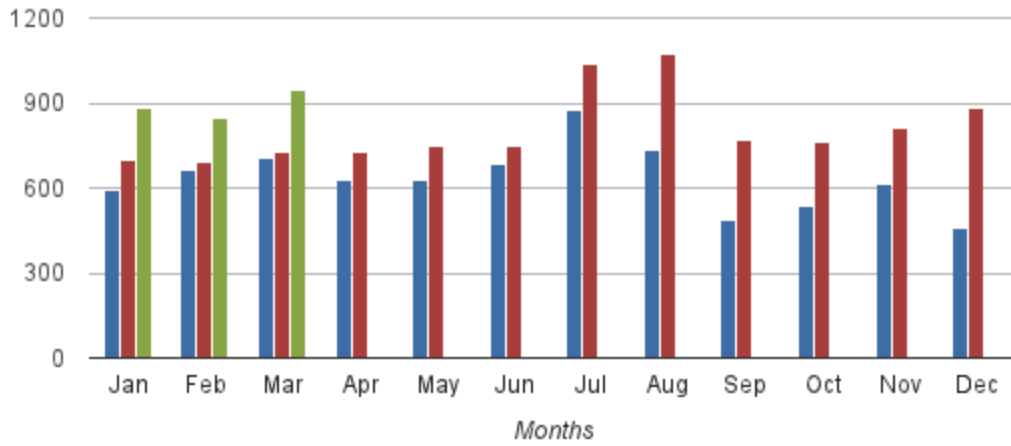
There were 25 volunteer hours this month. We are very close to having the entire collection cataloged. Once the existing items are cataloged new items will be cataloged by staff.

Total Cataloged 9520. Cataloged in March 529.

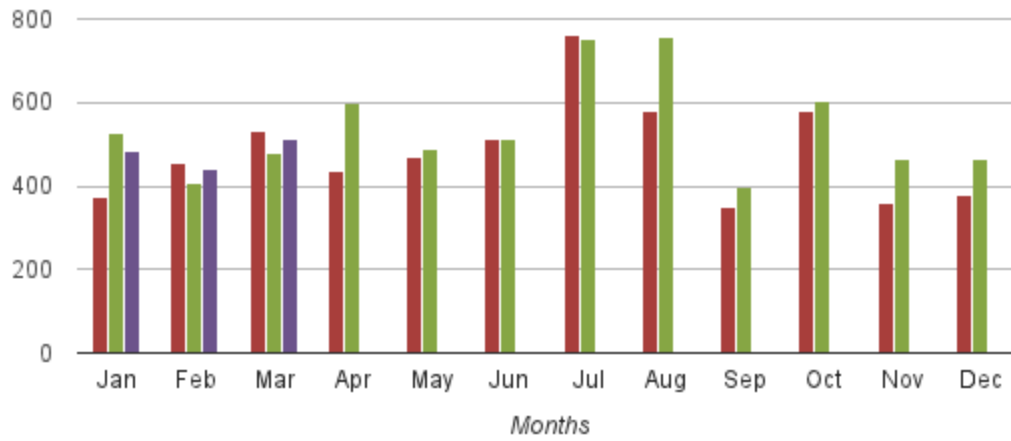
Facility

An energy audit was conducted by Liberty Utilities on Monday, March 3. A written report is still pending. Peet Danen has ordered replacement windows for the basement and expects to install them in April.

Circulation 2012-14



Visits 2012-14



BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
March 10, 2014; 7:15 PM – Philip Read Memorial Library

Present: Anita K. Brown, Mark Pensgen, Hillary Sundell, Suzanne Spencer, Mary King, Nancy Norwalk
Absent: Nancy Liston (family illness)
Members of the public: None

7:20 pm Call to Order—Trustees & Directors

7:20-7:25 pm Roll call, approval of agenda

7:25 pm Public Comments – not public comments

A. General Comments

B. Announce: Non-public session announcement RSA 91-A:3, II—if necessary

(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.

7:30-8:00 pm Approval of Reports

A. Financial— Mark said fuel continues to be an unexpectedly large expense for both libraries. Anita made a motion to accept the treasurer’s report. Hillary seconded. All voted in favor.

B. Library Directors—Anita made a motion to accept Mary King and Nancy Norwalk’s reports. Mark seconded. All voted in favor.

C. Working Groups

i. Human Resources—Anita reported that annual evaluations have happened for both directors.

8:00-8:15 pm Other Business

A. Nancy Norwalk said she would be hosting a training workshop at PRML conducted by Bobbie Slossar from the NH State Library on downloadable ebooks and audio, as Cornish has just joined the program.

B. Nancy Norwalk asked about going to a state library conference.

C. Anita said at the organizing meeting in May she wanted to discuss goals for the year so we could be more proactive.

D. Hillary discussed a poster about Air Conditioning at PRML to be displayed during town meeting. Mary raised the issue about planning for the Meriden Library.

8:14 p.m. Go into Non-Public Session: RSA 91-A:3, II—if necessary

(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.

8:44 pm The board came out of nonpublic session.

MOTION made to Seal Minutes and seconded.

Roll Call Vote to seal Minutes:

Vote as follows: Anita Brown – Yes
Mark Pensgen – Yes

Hillary Sundell – Yes
Suzanne Spencer - Yes

MOTION: Passed

Nancy Norwalk rejoined the meeting. Anita said Nancy Norwalk's conference budget was going to be used for a professional development project for the PRML director.

8:51- Hillary made a motion to adjourn. Mark Seconded. All voted in favor.

Adjournment time: 8:51

Attachments:

Meriden Library Director Report (1)
PRML Director Report
Meriden Stats (1)
Meriden Financials (1)
PRML Financials (1)

6:17 PM
03/10/14
Cash Basis

Plainfield Libraries
Meriden P&L Budget vs. Actual
January through December 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	258.44	2,292.00	-2,033.56
Appropriation - Operations	3,500.00		
Appropriation - Salary	3,377.91	46,172.00	-42,794.09
Total Town Appropriation	<u>7,136.35</u>	<u>48,464.00</u>	<u>-41,327.65</u>
Trust Fund Income	350.00	700.00	-350.00
Gifts	175.00		
Interest Income			
Interest - Checking	0.10		
Interest - Savings	0.00	10.00	-10.00
Total Interest Income	<u>0.10</u>	<u>10.00</u>	<u>-9.90</u>
Misc Income	166.00	300.00	-134.00
Total Income	<u>7,827.45</u>	<u>49,474.00</u>	<u>-41,646.55</u>
Expense			
Salaries	3,377.91	29,957.00	-26,579.09
FICA	258.44	2,292.00	-2,033.56
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	211.84	1,600.00	-1,388.16
Books & Magazines	430.30	5,400.00	-4,969.70
Total Library Materials	<u>642.14</u>	<u>7,000.00</u>	<u>-6,357.86</u>
Telephone	88.18	540.00	-451.82
Electricity	233.26	1,700.00	-1,466.74
Fuel Oil	1,365.13	2,000.00	-634.87
Water/Sewer	100.00	500.00	-400.00
Supplies	201.95	800.00	-598.05
Postage	0.00	250.00	-250.00
Professional Activities	0.00	300.00	-300.00
Programs	1.99	400.00	-398.01
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	157.87	1,600.00	-1,442.13
Automation/Cataloging	0.00	800.00	-800.00
Computer/Software	0.00	850.00	-850.00
Misc Expense	0.00	100.00	-100.00
Total Expense	<u>6,426.87</u>	<u>49,474.00</u>	<u>-43,047.13</u>
Net Ordinary Income	1,400.58	0.00	1,400.58

6:17 PM
03/10/14
Cash Basis

Plainfield Libraries
Meriden P&L Budget vs. Actual
January through December 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
Encumbered Funds	1,859.60		
Building Funds Expense	1,320.00		
Total Other Expense	<u>3,179.60</u>		
Net Other Income	<u>-3,179.60</u>		
Net Income	<u><u>-1,779.02</u></u>	<u><u>0.00</u></u>	<u><u>-1,779.02</u></u>

Meriden Library
Director's Report
February 2014

Statistics Attached.

Closed Monday February 17---President's Day Holiday

Early Weather Closing February 13

Programs

We had three program cancellations in February. The "Game Time" group met twice this month with a total of 10 adults attending. We also held a Valentine's craft night for families on Tuesday, February 11. 9 adults and 14 children attended.

Activities

I spent 6.5 hours on System Administrator duties in February. I spent several hours at PRML on February 12. Other time was spent working with a volunteer for follow-up training and running reports. I also met with Nancy L. and Mark Pensgen to update them on automation at both Meriden and PRML.

Automation

Items added in February: 224

Total in Evergreen Database: 8993

There were only 11 volunteer hours this month for cataloging. Slow progress is being made towards cataloging all of our holdings but we are getting closer to completion. Only J biographies, early readers and approximately half of adult non-fiction remains to be cataloged.

Facility

On February 10, we received our new library table and chairs for the children's room.

Volunteers assembled the table and removed the old table.

6:17 PM
 03/10/14
 Cash Basis

Plainfield Libraries
PRML P&L Budget vs. Actual
 January through December 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	308.17	2,717.00	-2,408.83
Appropriation - Operations	7,000.00	35,518.00	-28,518.00
Appropriation - Salary	4,028.51	26,893.00	-22,864.49
Total Town Appropriation	<u>11,336.68</u>	<u>65,128.00</u>	<u>-53,791.32</u>
Trust Fund Income	1,000.00	2,000.00	-1,000.00
Gifts	100.00		
Interest Income			
Interest - Savings	0.12		
Total Interest Income	<u>0.12</u>		
Misc Income	0.00	300.00	-300.00
Total Income	<u>12,436.80</u>	<u>67,428.00</u>	<u>-54,991.20</u>
Expense			
Salaries	4,028.51	35,518.00	-31,489.49
FICA	308.17	2,717.00	-2,408.83
Sick Pay	0.00	1,000.00	-1,000.00
Library Materials			
Audio/Visual	162.50	1,200.00	-1,037.50
Books & Magazines	735.18	8,000.00	-7,264.82
Total Library Materials	<u>897.68</u>	<u>9,200.00</u>	<u>-8,302.32</u>
Telephone	205.21	1,080.00	-874.79
Electricity	573.60	3,000.00	-2,426.40
Fuel Oil	2,773.50	6,980.00	-4,206.50
Water/Sewer	46.30	300.00	-253.70
Supplies	316.76	1,500.00	-1,183.24
Postage	0.00	250.00	-250.00
Professional Activities	0.00	300.00	-300.00
Programs	0.00	600.00	-600.00
Furniture/Equipment	0.00	950.00	-950.00
Elevator	450.55	1,700.00	-1,249.45
Maintenance	15.02	3,300.00	-3,284.98
Automation/Cataloging	0.00	800.00	-800.00
Computer/Software	0.00	850.00	-850.00
Misc Expense	0.00	100.00	-100.00
Total Expense	<u>9,615.30</u>	<u>70,145.00</u>	<u>-60,529.70</u>
Net Ordinary Income	<u>2,821.50</u>	<u>-2,717.00</u>	<u>5,538.50</u>

6:17 PM
03/10/14
Cash Basis

Plainfield Libraries
PRML P&L Budget vs. Actual
January through December 2014

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
Encumbered Funds	400.04		
Building Funds Expense	4,500.00		
Total Other Expense	<u>4,900.04</u>		
Net Other Income	<u>-4,900.04</u>		
Net Income	<u><u>-2,078.54</u></u>	<u><u>-2,717.00</u></u>	<u><u>638.46</u></u>

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
March 2014
Activities for February 2014

1. Automation: Cataloging slowed down in February with three of our regulars still out. Our new volunteer has started. During February 510 items were entered into the system. There are now 14,424 items in Evergreen as of the end of February. I had one meeting here with Mary, and she did some training with the new volunteer.

2. Programs: The story hour with Officer Bill was a great success. The Felting Class has begun and we held our regular book discussion. Five groups held their meetings in the library (including the Town Budget Hearing).
Children's program attendance: 16
Adult program attendance: 19 (There was one cancellation due to weather.)

3. Maintenance: The new lights for the front rooms have been delivered. The outside light sensor for the walkways and sign is perhaps dirty or out of kilter, since the lights are coming on before it's dark. I have asked Joanna to put it on her list to check, when the snow melts.

4. Downstairs: The painting is finished. The fire alarms are all installed. The locksmith has visited to see which doors to key, to match our existing key. Fire Chief Currier has inspected and given us the occupancy OK. Estes & Gallup has a few odds & ends to finish up.

5. Miscellaneous: One holiday and lots of bad weather.

Nancy Norwalk, Director

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

February 3, 2014; 7:00pm – Philip Read Memorial Library Featured

Attending: Mark Pensgen, Hillary Sundell, Suzanne Spencer, Nancy Liston, Nancy Norwalk

Members of Public: none

7:10pm Call to Order –

7:10 – 7:45pm Announce if needed: Non-public session announcement (RSA 91-A:3, II)

- (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.

7:12 – Public comments – no public comments.

Suzanne responded to Dennis Girouard's previous questions, that as per the RSA, if an employee is going to be discussed in nonpublic session, the board is not required to notify that employee before or after the meeting. As per the RSA, the board is not required to make such a meeting a public meeting if requested, and the board is not required to give an employee discussed in nonpublic session access to the nonpublic minutes.

She added that the board is made up entirely of volunteers. It has limited time and financial resources and cannot further research specific questions about RSAs for members of the general public. The board members each took an oath to uphold the law of the State of New Hampshire to the best of our abilities, and we feel confident that we are doing so. The board encourages members of the public to continue asking questions, but also to research specific legal questions or concerns with their own time and resources.

7:15 – 7:25pm - Approval of Minutes

Anita motioned to approve the December 16 minutes with changes. The January 22 minutes will be voted on during the next meeting.

7:30 – 8:30 pm - Verbal Reports

- A. Library Director – Nancy Norwalk mentioned children's and adult programs.

- B. Treasurer's Report – Mark said to open a bank account at Claremont Savings Bank, he needs the tax ID number for PRML. He said he has the 2014 budget in the new release of QuickBooks, and he can now look at both libraries separately or combined.
- C. Automation - Mary was out of town. She has retrained SueEllen, Ruth, and a new volunteer.

8:30 – 8:45pm

Other Business

- A. Report back from facilities/ADA meeting - We have yet to formally respond via a letter from the selectboard stating that we wish to explore the possibility of constructing a ramp for ADA compliance at the Meriden Library.
- B. Report on A/C Warrant Article – Hillary reported that she and Anita met with Nancy Norwalk to discuss the fact that they aren't ready to stand in front of the town to ask for money for AC without more statistics. They plan to make one room at PRML a cool room with a standard ac unit. Hillary said she would work to collect data on temps in the library this coming summer. Suzanne mentioned the need to record temps in the finished basement along with the main floor.
Anita made a motion to withdraw the warrant article for AC request for PRML for the 2014. Hillary seconded. Anita, Hillary, Mark, and Suzanne voted in favor of the motion. Nancy Liston opposed. The warrant article will be withdrawn. Mark suggested having future energy-related requests be reviewed by the energy committee before bringing a related warrant article to the town.
- C. Downstairs plan – The board decided to table the discussion of the downstairs plan until the April meeting.
- D. Other business. – NN asked for signed checks since she doesn't yet have a debit card. The board acknowledged a gift in memory of Doris Franklin. Nancy Norwalk received a bill for new lights. Mark said there is no public money left in the account from 2013, so it would be a 2014 expense. The board signed policies that had been previously approved and reviewed policies that need updating.

8:22 – Adjournment of public meeting. Anita made motion that we go into nonpublic session. Suzanne Seconded.

Public session reconvened at 10:10 pm

MOTION made to Seal Minutes and seconded.

Roll Call Vote to seal Minutes:

Vote as follows: Anita Brown – Yes
Mark Pensgen – Yes
Nancy Liston – Yes
Hillary Sundell – Yes
Suzanne Spencer - Yes

MOTION: Passed

Motion to adjourn made and seconded

Adjourn time: 10:10 pm

Attachments: None

BOARD OF TRUSTEES, PLAINFIELD PUBLIC LIBRARIES

January 22, 2014 p.m. at the Meriden Library

Both libraries Featured

Attending: Mark Pensgen, Hillary Sundell, Suzanne Spencer, Nancy Liston, Nancy Norwalk,
Mary King

Absent: Anita K. Brown

Members of Public: Dennis Girouard

7:04 pm Call to Order – Trustees and Directors

7:04 pm Roll Call

7:14 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.

7:15 pm Public Comments

Dennis asked the following questions:

RSA 91-A:3,II (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.

#1 What is procedure for requesting an open meeting by the person who is the subject who would be affected by the RSA 91-A:3,II (c) ?

#2 How does the BOT notify said person in advance, so that an open meeting might be requested. And do they have the right to attend the meeting themselves.

#3 Can said person who either chooses not to or is not notified then have access or to review minutes of the non-public meeting?

Suzanne said the board can meet to discuss an employee without notifying that employee or inviting him or her to the meeting, but would look into the other questions.

7:16 Discussion of minutes from previous meeting; discussion of corrections.

7:21 Approval of Reports

A. Directors Reports –Nancy Liston questioned glitch which Nancy Norwalk put in her report: “it deleted our passwords and reverted back to the original telephone login. Howe fixed.” Mary said she had been at PRML the night before and said everything was working fine; Nancy Norwalk said there were problems in the morning when she came in.

Suzanne mentioned the need to standardize how the reports are labeled so that members of the public could better understand which report was from which library.

7:38 Suzanne moved to accept the Directors Reports. Mark seconded. All voted in favor.

B. Financial Reports - Nancy Norwalk raised a question about the trust funds. Nancy Liston asked where things stand with Nancy Norwalk getting a credit card. Mark said he will need to consolidate the accounts. Mary said that the Meriden Library received 2 gifts for \$100 and \$25. Nancy Liston moved to accept the gifts. Hillary seconded. All voted in favor. At 7:48 Nancy Liston moved we accept the treasurer’s report. Suzanne Seconded. All voted in favor.

7:50 The board discussed putting the plan for the downstairs of PRML on the agenda for the next meeting. Nancy Norwalk said the goal is to have the meeting room done by February, but there is no flooring and nothing will be moved down until the flooring goes in.

Hillary asked Mary and Nancy Norwalk how automation is going at PRML. Mary, now the system administrator for both libraries, has worked with the staff on pre-cataloging and has worked with volunteers. She said that last week she did upgrades on the software, which is going well. Mary has a finite number of hours to give to give automation at PRML, and there is a new volunteer who needs to be trained. Nancy Norwalk said there are many thing she hasn’t been trained on, such as inter-library loans and reporting. The board has agreed to a system administrator job description, which Nancy Liston read out loud. At Howe’s suggestion, Mary has agreed to act in this role. Mary has indicated she

will need more time to accomplish this role beyond her Meriden hours. She noted that some of the requirements in general system administrator duties were requested by the Howe library. Certain duties and permissions will reside only with the system administrator.

Mary needs more admin hours to be the system administrator. Mary estimated in the past two weeks, she has spent 3 hours per week in addition to what she spends at Meriden. Mary said she is bringing a laptop home with her. She is spending these hours at PRML but also at the ML and at home. Mary said the amount of time should decrease, but she said she can't say when that will be. Mary said she has had to have a sub at the Meriden Library so she could help at PRML. Mark said we would watch it for a couple months and see how it goes and where we can find money in the budget.

8:04 Discussion of Air Conditioning at PRML. Mark said in the meeting with the town finance committee, there were questions about the warrant article that he was not prepared to answer. Steve Halleran and the finance committee requested that a trustee come and answer questions at an upcoming select board meeting. Mark said that because he personally didn't support the article which the board approved, he was not the appropriate person to attend.

Suzanne asked if given the feedback from the town, does the board still support the warrant article? Nancy Liston raised concern over the tax impact.

Mark said that if no one from the board is willing to go forward and defend this to the town, then we shouldn't support it. Mark suggested if we spend money, we should spend it on eliminating leakage in the building.

Budget meeting on Feb 5 is when we need to defend it to the selectboard.

Nancy Liston said that she supports the PRML air conditioning, however the town should understand the ramp at the Meriden Library is a high priority but will be paid hopefully from the Town Ada compliance fund.

Nancy Norwalk said that patrons have asked for air conditioning and that it's the only regularly open town building on that side of town. Mark and Hillary noted the poor insulation and PRML, and that perhaps we should look at the whole system.

Nancy Norwalk said that the heat system is new and it was designed so that a cooling system could be added in.

Hillary said that she supported the warrant article and that she would meet with Anita and anyone who wanted to determine the viability of the warrant article. This meeting would happen before the board's next scheduled meeting and before the selectboard meeting.

8:37 Discussion of calendar of meetings for February.

8:39 Nancy Liston moved we adjourn public meeting. Mark seconded. All voted in favor.

8:40 Adjournment of public meeting.

Public session reconvened at 9:45 pm

MOTION made to Seal Minutes and seconded.

Roll Call Vote to seal Minutes:

Vote as follows:

- Anita Brown – Yes
- Mark Pensgen – Yes
- Nancy Liston – Yes
- Hillary Sundell – Yes
- Suzanne Spencer - Yes

MOTION: Passed

Motion to adjourn made and seconded

Adjourn time: 9:45pm

Attachments:

Financial reports (3)

Directors Reports (5)

Sheet1

Income	Total Budget 2013	Total Actual 2013	Budget 2014
Town Appropriation	\$113,268.00	\$ 113,823.00	\$112,649.00
Trust Funds	\$ 3,250.00	\$ 3,300.00	\$ 5,009.00
Gifts/Grants	\$ 150.00	\$ 2,856.08	\$ 2,700.00
Book Fines/Copier	\$ 50.00	\$ 535.80	
Book Sales	\$ - 0	\$ 16.65	
Total Interest Incom	\$ 10.00	\$ 26.92	\$ 10.00
Encumbered Funds		\$ 4,359.53	\$ 4,854.32
Misc Income	\$ 600.00	\$ 180.00	\$ 600.00
Total Income	\$121,687.53	\$ 125,097.98	\$125,822.32
Expense			
Salaries	\$69,323.00	\$ 67,915.21	\$70,483.00
Sick Pay	\$ 1,285.00	\$ - 0	\$ 1,285.00
Total Library Materia	\$14,700.00	\$ 14,748.92	\$16,200.00
Telephone	\$ 1,620.00	\$ 1,735.68	\$ 1,620.00
Electricity	\$ 4,100.00	\$ 4,433.50	\$ 4,700.00
Fuel	\$ 8,900.00	\$ 9,171.04	\$ 8,980.00
Water/Sewer	\$ 800.00	\$ 498.79	\$ 800.00
Supplies	\$ 2,300.00	\$ 1,811.99	\$ 2,300.00
Postage	\$ 500.00	\$ 257.60	\$ 500.00
Professional Activiti	\$ 900.00	\$ 432.78	\$ 600.00
Programs	\$ 1,000.00	\$ 2,008.43	\$ 1,000.00
Furniture/Equipmen	\$ 300.00	\$ 1,318.30	\$ 1,050.00
Elevator	\$ 1,700.00	\$ 1,110.84	\$ 1,700.00
Maintenance	\$ 4,600.00	\$ 4,601.17	\$ 4,900.00
Automation/Catalog	\$ 2,300.00	\$ 2,207.27	\$ 1,600.00
Computer	\$ 2,800.00	\$ 1,979.68	\$ 1,700.00
Trustee Expense	\$ 650.00	\$ 175.00	\$ 1,350.00
Misc Expense	\$ 200.00	\$ 46.50	\$ 200.00
Encumbered Funds	\$ 4,359.53	\$ 3,976.46	\$ 4,854.32
Total Expense	\$122,337.53	\$ 118,429.16	\$125,822.32
Net Ordinary Income	\$ - 0	\$ 6,668.82	
Other Income, Expense and Liabilities			
Income/Transfers			
Bldg Fund Gifts-from Friends of PRI	\$	85,833.94	\$20,143.00
Transfer from Blg fund-Meriden	\$	3,585.89	\$ 7,850.00
Expense			
Building funds Expense-PRML	\$	85,833.94	\$20,143.00
Building funds Expense-Meriden	\$	3,585.89	\$ 7,850.00
Net Other Income and Expense			

Sheet1

Less 2013 payable items (encumt)	\$	4,854.32
Total Net Income	\$	1,814.50

Fund Balances-Year End

Philip Read Checking	\$	6,450.14
Philip Read Fines Account	\$	2,591.03
Meriden Checking	\$	5,185.74
Meriden Petty Cash	\$	47.25
Meriden Fines and Fees account	\$	268.53
Meriden Building Fund		
Savings	\$	17,977
Vanguard Money Market	\$	38,061
Vanguard Windsor Fund	\$	26,917

Sheet2

Sheet3

Page 4

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
January 2014
Activities for December 2013

1. Automation: Cataloging is continuing, but numbers are lower, as Sharon was still on hold and, as mentioned, movies are taking longer to catalog than books. Also, the holidays slowed us down. This is really for January activities, but, per the trustees' new procedure, Mary and I have met and gone over some of my questions. She has found answers to some; Howe has corrected some settings which weren't set for the staff login and the "flash-by" issue (program wasn't stopping on one of the screens). The Evergreen upgrade was accomplished and Mary reloaded the program for us. This went fine except for one little glitch--it deleted our passwords and reverted back to the original telephone login. Howe fixed. More in next month's report. I have a new volunteer who Mary will be training. Mary's help is very much appreciated.

2. Maintenance: Walter Fleck is doing a great job shoveling and is even getting the walkways sanded.

I have checked on the replacement lock for the back door. The supplier sent the wrong one and a new one is coming. I have talked to Estes & Gallup and we are going to install the new lock on the back door and return the current one to the downstairs interior door. David Grobe will help with installation.

The yearly elevator and fire alarm tests were done and everything passed.

The electricians have been in twice to talk with me about the new lights in the original rooms. The revised price is \$7550. It will take 4-6 weeks for the new lights to come. If on time, installation would occur in March and should take one day. The only unknown, as we have discussed before, is if there is any damage to the tin ceiling under the current lights. It depends on how they were attached to the ceiling and we won't know until the lights come down. If there is damage, there are several ways to cover it up/fix it. The electricians will talk to us before doing anything depending on what is found.

Hadlock's painters have finished painting two of the rooms downstairs.

3. Personnel: Ruth and Jesse will be gone to Florida for the month of February. This will slow down the cataloging. Suellen will work most of Ruth's hours. This will not impact the budget as Ruth is mostly taking leave-without-pay.

Sharon will also be out for February as she is having surgery.

4. I was pleased to read a story at the Community Christmas Celebration.

5. Miscellaneous: One holiday, half-day power outage.

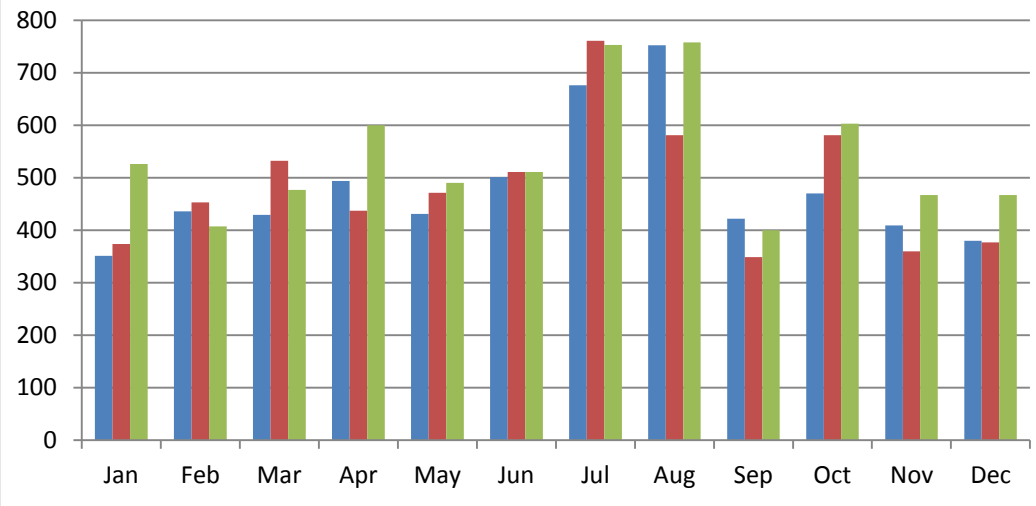
Nancy Norwalk, Director

Meriden Library Profit & Loss Budget vs. Actual January through December 2013

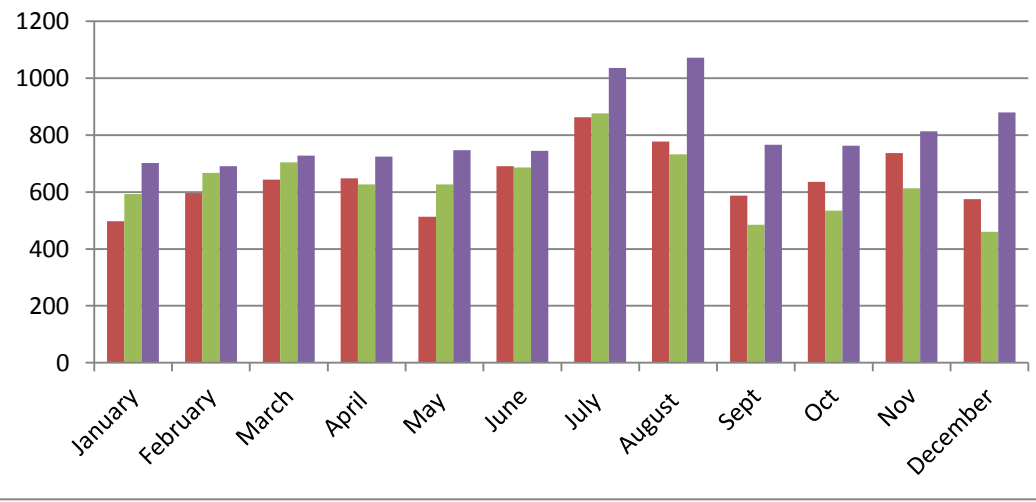
	Jan - Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation	44,869.91	44,569.00	300.91
Town Approp - FICA	2,163.09	2,249.00	-85.91
Trust Funds	1,300.00	850.00	450.00
Gifts	1,465.00	50.00	1,415.00
Book Fines/Copier	215.80	0.00	215.80
Book Sales	16.65		
Interest Income			
Interest - Savings	20.23	10.00	10.23
Interest - Vanguard Prime MM	7.05		
Interest Checking	0.64		
Total Interest Income	27.92	10.00	17.92
Misc Income	66.00	300.00	-234.00
Total Income	50,124.37	48,028.00	2,096.37
Expense			
Salaries	28,275.80	29,404.00	-1,128.20
FICA	2,163.09	2,249.00	-85.91
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	1,869.57	1,100.00	769.57
Books & magazines	3,976.42	4,400.00	-423.58
Total Library Materials	5,845.99	5,500.00	345.99
Telephone	518.98	540.00	-21.02
Electricity	1,504.24	1,200.00	304.24
Fuel	2,195.75	2,500.00	-304.25
Water/Sewer	300.00	500.01	-200.01
Supplies	737.08	800.00	-62.92
Postage	53.00	250.00	-197.00
Professional Activities	266.19	450.00	-183.81
Programs	989.72	400.00	589.72
Furniture/Equipment	19.98	100.00	-80.02
Maintenance	1,200.00	1,600.00	-400.00
Automation	800.00	800.00	0.00
Computer	962.69	1,350.00	-387.31
Misc Expense	46.50	100.00	-53.50
Total Expense	45,879.01	48,028.01	-2,149.00
Net Ordinary Income	4,245.36	-0.01	4,245.37
Other Income/Expense			
Other Expense			
Encumbered Funds	1,136.96		
Prior Year Return of Funds	6,423.62		
Building Capital Improvements	3,585.89		
Total Other Expense	11,146.47		
Net Other Income	-11,146.47		
Net Income	-6,901.11	-0.01	-6,901.10

Meriden Library
2010 - 2012

Visits 2011-13



Circulation 2011-13



Philip Read Memorial Library Treasurer's Report January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation-Operations	29,313.68	28,780.00	533.68
Appropriation-Salary	34,808.43	34,993.00	-184.57
FICA	2,667.89	2,677.00	-9.11
Total Town Appropriation	66,790.00	66,450.00	340.00
Trust Fund Income	2,000.00	2,400.00	-400.00
Fines	511.08	50.00	461.08
Gifts	320.00	100.00	220.00
Grants	880.00		
Misc Income	114.00	300.00	-186.00
Total Income	70,615.08	69,300.00	1,315.08
Expense			
Payroll			
Salaries	34,808.43	35,993.00	-1,184.57
FICA	2,667.89	2,677.00	-9.11
Total Payroll	37,476.32	38,670.00	-1,193.68
Library Materials			
Books and Magazines	7,914.60	8,000.00	-85.40
Audio Visual Materials	988.33	1,200.00	-211.67
Total Library Materials	8,902.93	9,200.00	-297.07
Catalog Services/Automation	1,407.27	1,500.00	-92.73
Supplies	1,074.91	1,500.00	-425.09
Postage	204.60	250.00	-45.40
Programs	543.71	600.00	-56.29
Professional Activities	341.59	450.00	-108.41
Oil	6,975.29	6,400.00	575.29
Electricity	2,929.26	2,900.00	29.26
Telephone	1,216.70	1,080.00	136.70
Water	198.80	300.00	-101.20
Maintenance			
Maintenance-General Expenses	3,401.17	3,000.00	401.17
Elevator	1,110.84	1,700.00	-589.16
Total Maintenance	4,512.01	4,700.00	-187.99
Furnishings and Equipment	1,298.32	200.00	1,098.32
Computer Hardware and Software	1,016.99	1,450.00	-433.01
Miscellaneous Expense	0.00	100.00	-100.00
Total Expense	68,098.70	69,300.00	-1,201.30
Net Ordinary Income	2,516.38	0.00	2,516.38
Other Income/Expense			
Other Income			
Building Fund Gifts	85,843.94	90,052.00	-4,208.06
Total Other Income	85,843.94	90,052.00	-4,208.06
Other Expense			
Encumbered Funds	2,839.50		
Programs-Grants	475.00		
Building Fund Expense	85,833.94		
Total Other Expense	89,148.44		
Net Other Income	-3,304.50	90,052.00	-93,356.50
Net Income	-788.12	90,052.00	-90,840.12

BOARD OF TRUSTEES
PLAINFIELD PUBLIC LIBRARIES
January 16, 2013; 7:30 pm
Featured Library: Philip Read Memorial

Attending: Anita Brown, Kara Toms, Mark Pensgen, Nancy Liston, Hillary Sundell, Nancy Norwalk (Director of Philip Read Memorial Library)

Members of the public: Dennis Girouard

1. Call to Order – 7:38pm
 - a. Roll Call, introduction of guests, approval of Agenda
 - b. No Correspondence
 - c. No public comments
 - d. No non-public session announcement
2. Reports for PRML
 - a. Director's Report
 - i. Discussion on new books being automated when they come in. Nancy N. discussed the glitch in the program which made finding some books listed difficult, and it is being fixed.
 - ii. Discussion on concern in decline in weeding numbers; numbers will be different month to month. Dennis asked if there was a goal of number of books to be weeded out of collection; answer is 5,000, (amount to vary because of local authors and that the estimate of total collection is over actual).
 - b. Finance Report
 - i. Change on page 3, encumbered funds – due to Nancy N. to be reimbursed for Petty cash. Discussion on possible credit cards for the Directors to expedite small expenditures by directors without waiting for reimbursement.
 - ii. Discussion on potential return of Funds to Town; rollover to next year's appropriation to decrease by this year's overage – currently approx. \$1,000. Questions on why we can't add in items taken out in November – explanation on buffer with cost of fluctuating oil and electrical costs.
 - iii. Action Item – Letter to Town.

MOTION – It was moved and seconded to offset next year's unexpended budget for public funds (approximately \$1,000). The Motion was voted and passed, with Nancy L. abstaining from vote.

MOTION – It was moved and seconded to accept both reports, the motion was unanimous and carried.

3. Philip Read Memorial Library: Detailed Discussion
 - a. No donations
 - b. Energy Committee met January 14, 2013. Discussion on Audit – Lights to change. Allen Ferguson to contact NH & PSNH.

- c. David Grobe did most of repairs on Southside exit.
 - d. Comments on electric bill being higher than usual. Possible extra electric from construction use of power tools in basement.
 - e. Programs going well; including stonewall program for adults, movie nights, music story time a success and book authors' visits.
 - f. Questions on Card Catalog being still maintained; Nancy N. replied that the two systems need to run concurrently for a while.
4. Old Business
- a. Basement Update
 - i. There is blocking holding up drywall, electric all done.
5. New Business
- a. Nancy N. took a webinar about Core Curriculum taught in schools.
 - b. Discussion on revisiting unused vacation time being used up by year's end or carried over –

NOTE: Put on February Agenda

Schedule vacation time so that Trustees can track it and then we would have advanced knowledge, and not run into this problem.

MOTION – Moved and seconded to adjourn, the motion was unanimous and carried.

Adjournment at 9:02pm

Next Regular Meeting:

February 11, 2013; 7pm; PES

Library specific meetings:

March 4, 2013; 7:15pm; PRML

March 11, 2013; 7:00pm; Meriden/PES ?

Attachments:

Director's Report (3)

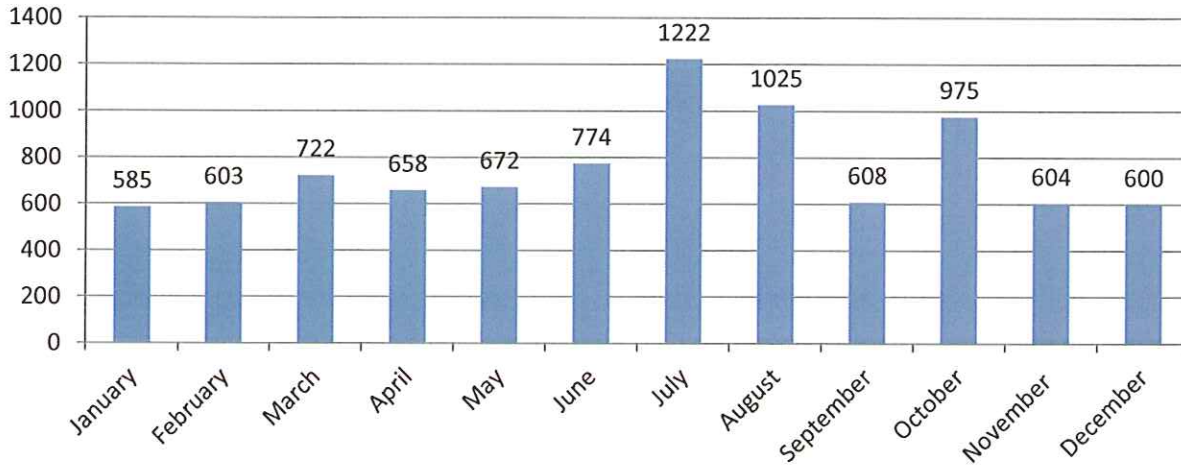
Treasurer's Report (1)

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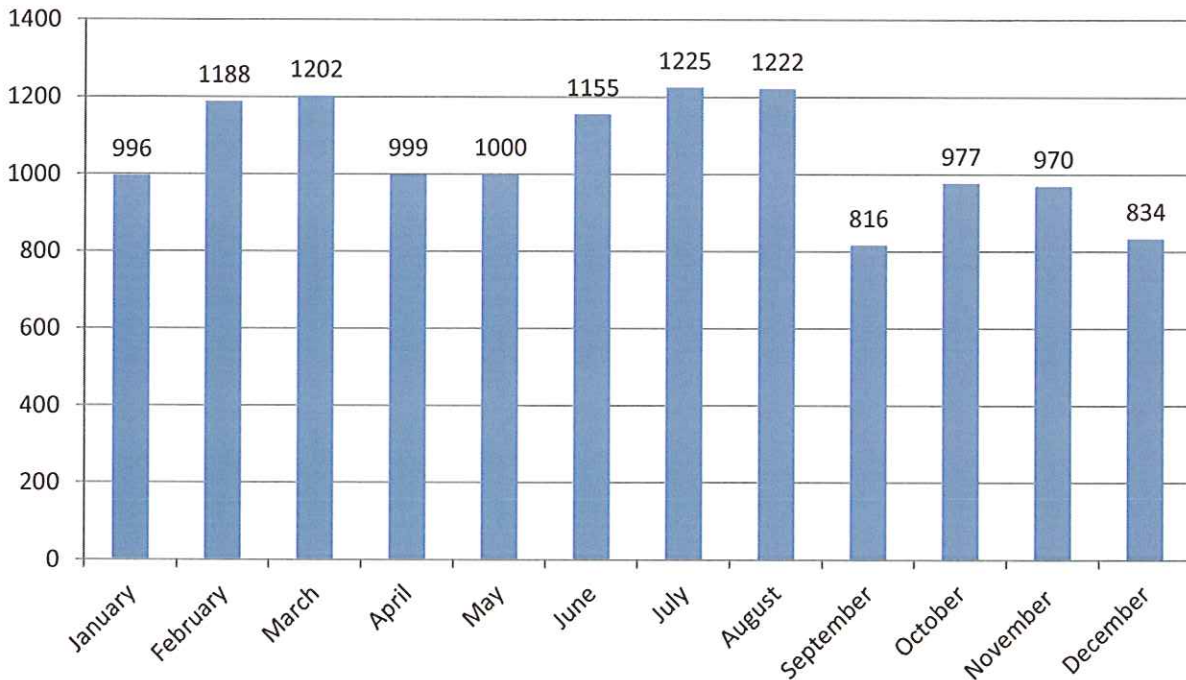
DIRECTOR'S REPORT
PHILIP READ MEMORIAL LIBRARY
January 2013
Activities and Statistics for December 2012

1. Programming: December was a little quieter as always during the holidays. Story Time and Photos with Santa was very popular and successful. Plainfield does have a great Santa. Movie night was well attended, considering the weather was bad. Upcoming January programs are another Movie Night, Author Reading with Sarah Taylor; and a multi-media story hour. (Breakdown of specific attendance will start with the new year-January statistics.)
2. Community Christmas Celebration: I was asked to read a story at the Community Christmas Celebration, which I did. This resurrection of a community celebration (after 20 years) was quite well-attended.
3. Automation: The volunteers have been putting in a lot of time and making good progress. Patron cards are being handed out. One new volunteer is being trained.
4. Staffing: The Stalkers are going to Florida for the whole month of February. Suellen will be working most of Ruth's hours, with Shirley filling in a few Wednesday mornings.
5. ADA Study Committee: Jillian Shedd of the Governor's Commission on Disability, and the Study Committee toured the library as part of the group's second meeting. These meetings and information have been very helpful to PRML, in keeping aware of new regulations and regulations we were not aware of.
6. Webpage-calendar: Mike Sutherland has trained me and the staff on updating the community calendar, so we will be helping to maintain it.

Philip Read Memorial Library 2012 Patron Visits



Philip Read Memorial Library 2012 Circulation



Philip Read Memorial Library
Treasurer's Report
 January through December 2012

	Jan - Dec 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Encumbered Funds 2011	2,404.38	3,194.05	-789.67
Town Appropriation			
Appropriation-Operations	30,304.83	30,330.00	-25.17
Appropriation-Salary	33,772.62	33,749.00	23.62
FICA	2,583.55	2,582.00	1.55
Total Town Appropriation	66,661.00	66,661.00	0.00
Trust Fund Income	2,400.00	2,400.00	0.00
Fines	572.39	100.00	472.39
Gifts	160.00	50.00	110.00
Grants	1,550.00	700.00	850.00
Misc Income	62.47	300.00	-237.53
Total Income	73,810.24	73,405.05	405.19
Expense			
Encumbered Funds	0.00	3,194.05	-3,194.05
Payroll			
Salaries	33,772.62	34,749.00	-976.38
FICA	2,583.55	2,624.00	-40.45
Total Payroll	36,356.17	37,373.00	-1,016.83
Library Materials			
Books and Magazines	7,406.06	8,000.00	-593.94
Audio Visual Materials	1,241.87	1,200.00	41.87
Total Library Materials	8,647.93	9,200.00	-552.07
Catalog Services/Automation	1,440.55	1,500.00	-59.45
Supplies	1,397.49	1,500.00	-102.51
Postage	235.72	250.00	-14.28
Programs	633.87	600.00	33.87
Professional Activities	431.15	450.00	-18.85
Oil	5,612.85	7,500.00	-1,887.15
Electricity	2,715.10	3,400.00	-684.90
Telephone	1,171.57	1,080.00	91.57
Water	194.90	300.00	-105.10
Maintenance			
Maintenance-General Expenses	3,511.07	3,000.00	511.07
Elevator	1,536.62	1,700.00	-163.38
Maintenance - Other	0.00		
Total Maintenance	5,047.69	4,700.00	347.69
Furnishings and Equipment	308.45	500.00	-191.55
Computer Hardware and Software	991.97	1,000.00	-8.03
Miscellaneous Expense			
Grants	0.00	700.00	-700.00
Miscellaneous Expense - Other	17.00	200.00	-183.00
Total Miscellaneous Expense	17.00	900.00	-883.00
Total Expense	65,202.41	73,447.05	-8,244.64
Net Ordinary Income	8,607.83	-42.00	8,649.83
Other Income/Expense			
Other Income			
Building Fund Gifts	33,121.14		
Total Other Income	33,121.14		

Subcommittee on Public Works *Public Works*

Encumbered Items-PRML

Pierce Plumbing	\$	251.46
Baker and Taylor	\$	14.41
Irving Oil	\$	512.72
NH State Library	\$	358.51
Nancy Norwalk	\$	377.28
Computers (Mark Pensgen)	\$	929.98
Bernadina Webber	\$	39.22
Total	\$	2,483.58

Public Funds - Income vs Expense

2012 Appropriation	\$	66,661.00
2011 Encumbered	\$	2,404.38
Total Public funds	\$	69,065.38
Total Ordinary Expense Spending	\$	65,202.41
Net Unspent	\$	3,862.97
2012 Encumbered	\$	2,483.58
Potential Return of Funds	\$	1,379.39

Balances (12/31/2012)

Mascoma Bank		
Checking	\$	7,981.81
Savings (Fines)	\$	2,045.95
Petty Cash	\$	(299.86)

4:54 PM
01/16/13
Accrual Basis

Philip Read Memorial Library
Treasurer's Report
January through December 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Expense			
Programs-Grants	355.00		
Automation Expense from Grants	700.00		
Materials from Fine account	899.00		
Building Fund Expense	33,121.15		
Total Other Expense	<u>35,075.15</u>		
Net Other Income	<u>-1,954.01</u>		
Net Income	<u>6,653.82</u>	<u>-42.00</u>	<u>6,695.82</u>