

Plainfield Public Libraries Board of Trustees

December 14, 2015

Meriden Library – Both Libraries Featured

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

Members of Public: Cindy Heath, Bev Widger, Ron Eberhardt, Clint Swift, Bonnie Swift, Dennis Girouard, Terri Crane

7:07 Call to Order

Emily made a motion to approve the agenda, Mark seconded. All voted in favor.

Friends Report – discussion of shelving donation order for PRML donation.

Emily made a motion to accept the Nov. 9 minutes. Mark seconded. Emily, Mark, Anita and Suzanne voted to accept; Nancy Liston abstained.

Nancy Liston moved to accept the Nov 16 minutes as amended. Anita seconded. All voted in favor.

Correspondence – all correspondence mentioned. The board discussed a written request from David Roberts. The board discussed not addressing it until the basement is finished. The board may also see if the Friends Group passes and signs Memorandum of Understanding.

The board noted Ruth Stalker's years of dedicated service at PRML.

As voted during the April 2015 meeting, the board will approve the director reports in the town report. The board needs to have these reports in three days in advance of the next meeting to review, which would be Jan 9. The reports are to include separate bar graphs showing annual circulation and patron visits for the past five years.

Emily moved to accept the director reports. Anita seconded. All voted in favor.

Nancy Norwalk requested increasing the budget to add janitorial services for the basement. The board noted that the budget has increase already by 10%, we don't know the exact costs and will get a better picture of the costs from July 1- Dec. 30 when it opens, and there is cushion in the budget to add hours if needed. The board let the budget stand.

Discussion of legal fees: the town has asked the library board to cover some of the costs of legal fees incurred by the library system during the year.

Anita made a motion to accept the financial reports. Emily seconded. All voted in favor.

First policy read of ADA access policy. All voted in favor.

Discussion of posting change of venue information for ADA access. The board will post access request information on the web and physical posting on both sides of town.

Discussion of code of ethics. The board will look at this and the bylaws at the next meeting.

Discussion about timesheets. Timesheets are to show actual hours worked with start and end times, and trustees will not sign timecards in advance. Directors have a standard number of hours, with admin hours being flexibly used during the month.

Discussion of coverage for Ruth's hours after she retires. PRML can use sub hours temporarily from both libraries as available.

Cindy Heath will be the PRML Friends Group liaison to the board.

Nancy Liston gave a report about the last PRML Friends Group meeting in November. The Friends Group voted against signing the Memorandum of Understanding with the board (the board signed one for both Friends Groups in November). The board noted that it looks forward to seeing the basement completed and thanked the Friends Group for its efforts.

Review of previous discussions: anonymous correspondence will not be posted. Official public meeting postings will physical postings on both sides of town – in the Town Hall in Meriden and on the public bulletin board on Rt. 12A in Plainfield Village. The website is not the official posting for public meetings or minutes. It is only supplementary.

Town Survey – Bev Widger reported that there were 253 total surveys responses. Some were on paper and still need to be entered, and she expects them to be done by January.

9:30 Suzanne made a motion to adjourn. Mark seconded. All voted in favor.

**Upcoming Meetings:**

January 12, 7:15 pm, PRML

February 8, 7:00 pm, Meriden Library

March 7, 7:15 pm, PRML

April 18, 7:00 pm, Meriden Library

**Attachments:**

Directors Reports (2)

Financial Reports (2)

ADA Policy (1)



BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
November 16, 2015; Meriden Library– Budget Meeting

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

Public: Rangi Keen, David Grobe, Eric Brann, Mike Sutherland, Dennis Girouard, Ron Eberhardt, Terri Crane, Rod Wendt, Cindy Heath

7:05 Emily Sands made motion to accept the agenda, Nancy Liston seconded. All voted in favor.

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

Nancy Liston made a motion for the proposed budget for 2016:

- % salary increase same as town
- Change coverage to 2 people at all times as of July 1
- Assume no benefits for new employee in 2016
- Assume 24 hours per week open at each library
- Non salary budget as indicated
- Budget is predicated on prior town approval of PRML addition
- Assumption that budget change will not exceed 12%

Anita Brown seconded. All voted in favor.

Nancy Liston made a motion to amend the previous motion to include private monies additive to budget:

Meriden:

- Building plan (\$5000)
- Window treatment (\$2000)
- Millar fund (\$500)
- Memorial fund (\$500)

PRML:

- Basement completion (\$40000)

Emily Sands seconded. All voted in favor.

Suzanne made a motion to uses 2015 trustee monies to pay for Nancy Liston's registration fee to attend the American Library Association in January 2016. Anita Brown seconded. All voted in favor.

10:01. Suzanne made a motion to adjourn. Nancy Liston seconded. All voted in favor.

Attachment: Budget document [1]

**BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES**  
November 9, 2015; Philip Read Memorial Library – Both Libraries Featured

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

Absent: Nancy Liston

Public: Mike Sutherland, Rod Wendt, Bev Widger, Clint Swift, Bonnie Swift, Ron Eberhardt, Cindy Heath,  
Virginia Drye, Pennie Armstrong, Terri Crane

7:20 pm Call to Order—Trustees & Directors

- A. Roll call, approval of agenda. Suzanne Made a motion to approve the agenda, Emily seconded. All voted in favor.

Public Comments

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

Administration

- A. Approval of October 19 Minutes – Emily made a motion to approve, Anita seconded. All voted in favor.
- B. Correspondence – Anita announced Ruth Stalker’s retirement at the end of December
- C. Donations
- D. Other
  - a. ALA Conference in Boston: January. Suzanne made a motion to pay for the registration fees for both directors for the ALA conference. Emily seconded. All voted in favor.
  - b. Purchase of new shelving at Meriden Library (King) – Anita made a motion to purchase shelving at \$2500 for the Meriden Library. Mark seconded. All voted in favor.
  - c. Meeting warning policy
  - d. ADA accommodation for public meetings at Meriden Library

Reports

- A. Directors (Norwalk and King) – Anita made a motion to approve the directors reports, Mark seconded. All voted in favor.
- B. Financial (Pensgen) – Mark made a motion to authorize the use of a prepaid debit card with \$200 for use by Nancy Norwalk for out of pocket expenses. Emily seconded. All voted in favor.  
Anita made a motion to accept the financial report. Emily seconded. All voted in favor.
- C. Working Groups
  - a. Policy (sign "Friends Policy")
- D. Facilities
  - a. KUA/Post Office Brief Update (Spencer)
- E. Town Survey

2016 Budget Discussion

9:00 Emily made a motion to adjourn. Mark seconded. All voted in favor.

Attachments:

Directors reports [2]

Financial Report [2]

Plainfield Libraries Board of Trustees  
November 9, 2015; Philip Read Memorial  
Library Donation Hearing

Mark Pensgen, Anita Brown, Emily Sands, Suzanne Spencer, Nancy Norwalk, Director, Mary  
King, director,  
Abstent: Nancy Liston

Public: Mike Sutherland, Rod Wendt, Bev Widger, Clint Swift, Bonnie Swift, Ron Eberhardt,  
Cindy Heath, Virginia Drye, Pennie Armstrong

7:03 call to order

Discussion about donation of funds for the purpose of finishing the PRML basement

Mark moved to make a motion to accept donation specified in document from the PRML Friends  
Group . Anita seconded. The board voted as follows:

Mark Pensgen – Yes

Anita Brown – Yes

Emily Sands – Yes

Suzanne Spencer - Yes

7:20 Adjournment

The Friends of the Philip Read Memorial Library would like to donate the following items to the Philip Read Memorial Library, all funds to be used for specified projects only.

Hardwood flooring: Mirage Exclusive Grade Birch, 1550 sq. ft., sufficient quantity to complete the lower level with the exception of the conference room. Value of the hardwood: \$7,400.00.

Vinyl tile: Mannington Assurance Squared, 675 sq. ft., commercial grade, Baltic Green 16409, in sufficient quantity to complete the conference room. Value of the tiles: \$2,050.00

Labor to install both the hardwood and the tile: \$9,450.00

Book cases for the special collection room: materials, labor, including installation: \$15,400.00

Total value of materials donated: \$9,450.00

Total value of funds donated: \$24,858.00

Total value of donation: \$34,308.00



Plainfield Public Libraries Board of Trustees

October 19, 2015, 7 pm at the Meriden Library – both libraries featured

In attendance: Anita Brown, Nancy Liston, Emily Sands, Mark Pensgen, Mary King, director, Nancy Norwalk, director

Public: Ron Eberhardt, Rangi Keen, Terri Crane, Cindy Heath, Bev Widger, Dennis Girouard, Clint Swift, Bonnie Swift

Meeting began at 7:04 pm.

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.

Emily made a motion to approve the agenda. Nancy Liston seconded, all voted in favor.

Suzanne made a motion to approve the September 2015 minutes, Nancy Liston seconded. All voted in favor.

Correspondence: Announcement of Nancy Norwalk's planned transition to Associate Director on 6/30/2016. The board mentioned other correspondence to be placed in public binders.

Donations : Mary received 2 separate cash donations: a children's donation and general donation, together totaling \$120.

Nancy Liston made a motion that in accordance with the donation request PRML friends group that we hold a public hearing to discuss acceptance of a donation of more than \$5000 on 10/28 at 7 pm at PRML. Mark seconded. All voted in favor.

Nancy Liston made a motion that the Library trustees contact the energy committee (by Anita) to consult on Air Conditioning at PRML. Anita seconded. All voted in favor.

Anita made a motion to accept the directors reports. Nancy Liston seconded. All voted in favor.

Suzanne made a motion to accept the financial report. Nancy Liston seconded. All voted in favor.

Suzanne made a motion to accept the third read of the Friends Group policy with edits, Nancy Liston seconded the motion. Mark Pensgen, Emily Sands, Nancy Liston, and Suzanne Spencer voted in favor, Anita voted against.

Anita made a motion that we accept the memorandum as read. Mark Seconded. All voted in favor.

Anita made a motion to open the town library survey. Emily seconded. All voted in favor.

Nancy Liston made the following motion:

The Trustees of the Meriden Public Library authorize Mark Pensgen as the duly elected treasurer of the Meriden Public Library to sell, assign and transfer securities or any other property registered in the name of the Meriden Public Library.

Likewise, the Trustees of the Meriden Public Library authorize Mark Pensgen as the duly elected treasurer to sell, assign and transfer securities or any other property currently registered in the name of the Meriden Library Association. Assets of the Meriden Library Association having been donated to the Meriden Library Trustees.

Anita seconded. All voted in favor.

Mark made a motion to adjourn. Emily seconded. All voted in favor.

Adjourn at 9:53

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

September 14, 2015; Philip Read Memorial Library

6:45 PM—Tour of Basement

7:15 PM—Regular Meeting, Both Libraries featured

Present: Antita Brown, Nancy Liston, Mark Pensgen, Emily Sands, Suzanne Spencer (phone), Mary King, director, and Nancy Norwalk, director

Members of Public: Amy Lappin, Terri Crane, Dennis Girouard, Bev Widger, Clint Swift, Bonnie Swift, Ron Eberhart, Diane Rogers, Cindy Heath

6:57-7:43 pm Tour of PRML Basement led by Cindy Heath

7:43 Call to Order—Trustees & Directors

Approval of agenda – all voted in favor.

Public Comment – Diane Rogers requested that meetings be in ADA-accessible building. The Board said it would table this for now.

Announce: Non-public session announcement 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.

Administration

- A. Approval of August 10 Minutes – all voted in favor
- B. Correspondence –Three pieces of correspondence to be added in the public binders at each library
- C. Donations – Meriden Library received a donation for \$50 for children’s needs from a patron.
- D. Other – town history – Mark made a motion to accept the proposal to sell town history books one for \$25 or two for \$40. All voted in favor.

E. Nancy Liston made a motion that books from the PRML Friends Group book sale no be put back in the shed. Emily seconded. All voted in favor.

Mark made a motion that we hold the enforcement of the previous motion for 30 days. Anita seconded. All voted in favor.

#### Reports

- A. Directors Reports (Norwalk and King) –All voted in favor of accepting the directors reports.
- B. Financial (Pensgen) – Nancy Liston made a motion that the trustees approve Nancy and Mary to attend the New Hampshire and New England annual library conferences. Anita seconded. All voted in favor. All voted in favor to accept the financial report.
- C. Policy Working Group - Friends Policy: Second reading. Anita made a motion to accept the seconded reading with changes. Nancy Liston seconded. All voted in favor.
- D. Discussion of Town Survey

#### Special Topics

- A. Mary King gave an update on the KUA/Town of Plainfield Conversation re: Post Office/Library Combination and the Transport of Materials.
- B. PRML Basement Discussion – Anita made a motion that we approve scenario 1 of the basement task force to be funded by the PRML Friends Group, excluding staffing. Suzanne Seconded. All voted in favor.

10:50 pm Go into Non-Public Session per RSA 91-A:3, II—(c) with Nancy Norwalk

11:30 pm public session reconvened

MOTION made to Seal Minutes and seconded. All voted in favor.

Mark made a motion to adjourn the public meeting. All voted in favor.

Adjourn time: 11:30 pm

Next Meeting: October 19, 7:00 pm at Meriden Library

Plainfield Public Libraries  
August 10, 2015  
Minutes

Attending: Suzanne Spencer, Nancy Liston, Emily Sands, Mark Pensgen and Anita Brown, Nancy Norwalk (PRML director) and Mary King (ML director)

Members of the Public Present: Bev Widger, Clint Swift, Bonnie Swift, Andrea Keen, Rod Wendt, Brad Thompson, Jeanne Thompson

Suzanne called the meeting to order at 7:20pm and made mention that there was no scheduled non-public session at this time. She asked if tonight's agenda was approved. All agreed.

**Public Comment:**

Andrea Keen thanked the trustees for all the hard work they have been doing. Rod Wendt added his thanks as well.

**Approval of Minutes of Previous Meeting:**

Suzanne asked if any comments on the July minutes. There were none.

MOTION to approve: Emily; SECONDED: Mark; PASSED. Two abstentions: Nancy Liston and Anita Brown (not in attendance at July meeting).

**Correspondence:**

Suzanne reported that we had two email queries, which she gave hard copies to the directors to place in the Correspondence binders at each library. Cindy Heath's email query asked if the working group meetings needed to be public. After consulting with the lawyer, Suzanne reported that the working group meetings should be publicly warned with 24 hours' notice and the trustees will comply going forward. Also, the meeting must occur in a public place.

**Donations:**

None

**Other Administrative Issues:**

*Re-scheduling remainder of 2015 trustee meetings:*

September 14 at PRML; 6:45pm, tour of basement; 7:15pm, begin regular meeting.

October 19 at ML; 7:00pm; joint meeting

November 9 at PRML; 7:15pm

November 16 at ML; 7:00pm; joint meeting

December 14 at ML; 7:00pm

MOTION to approve: NancyL; SECONDED: Mark; PASSED unanimously.

*Reorganization of trustee positions:*

Due to personal family issues, Suzanne needs to step back as Chair. She will continue on as a board member. Anita will step in as Chair and Suzanne will move into Secretary position. MOTION to approve: NancyL; SECONDED: Mark; PASSED unanimously.

### **Reports:**

*Library Directors* reports discussed.

--Suzanne congratulated Nancy N and the group of volunteers for the hard work in completing the automation of the PRML collection.

--NancyL requested that items added and items deleted from each library be on respective monthly Stats sheet. Mary and NancyN commented that the information is already supplied. Mark asked if the IT contractor was working well. Both directors agreed.

MOTION to approve: NancyL; SECONDED: Mark; PASSED unanimously.

*Treasurer's report:*

--Minor items: salary correct through July; Elevator maintenance now under correct category.

--Mark reported that Meriden Library Association appropriation of funds is still in process. Two sets of funds, balances as of 06/30/15 are Putnam (\$17,430.03) and Oakmark (\$56,174.80). There is also one listed with Mascoma Savings Bank, amount \$458.00.

--NancyN asked about debit card for PRML. Mark waiting for meeting minutes where this request was stated and approved.

--Emily discussed Oil contracts. Irving currently at \$2.17/gal; Simple Energy, \$2.20/gal. However, Simple may match Irving as they would like to keep our business. Mark to average gallons over the last 3-5 years at both libraries to determine current contract.

--Emily brought up the fact that with large amount of monies coming in recently, we need to establish an Investment Policy. Mark and Emily will investigate.

MOTION to accept: Anita; SECONDED: Suzanne; PASSED unanimously.

*Working Groups:*

Policy—First read of Friends Policy and a Memorandum of Understanding between Friends and Library Trustees. After discussion, Emily will make changes and will send to each Friend president to review with memberships. NancyN to notify PRML Friends and Mary to notify ML Friends.

*Other Business:*

--NancyN requested a quote from Skyline for doors to the shelves behind the circulation desk. This would help in keeping the area looking more professional. The quote was for \$356.

MOTION to approve request: Anita; SECONDED: Mark; PASSED unanimously.

### **Surveys:**

Strategic Survey:

Bev Widger updated board. Tentative final of survey discussed. Take out #18 on both surveys. Plan to approve at September meeting.

MOTION to adjourn: NancyL; SECONDED: Emily; PASSED unanimously.

Adjourned at 8:59pm.

Meeting adjourned.

Next Meeting: September 14; Philip Read Memorial Library; 6:45pm—PRML Basement walk through; 7:15pm—Regular Meeting.

**BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES**

**Approved**

July 13, 7:15pm; - Philip Read Memorial Library

Both Libraries Featured

Attendees: Mark Pensgen, Emily Sands, Suzanne Spencer, Nancy Norwalk, PRML Director, Mary King, Meriden Library Director

Public: Cindy Heath, Clint Swift, Bonnie Swift, Bev Widger, Pennie Armstorng, Stuart Hodgeman, Maurie Hodgeman, Diane Rogers, Diane MacDonald, Maria Guzman, Scott MacLeay, Sarah Gillens, Susan Russo, Amy Lappin, Dennis Girouard, Terri Crane

- 7:17 pm Call to Order – Trustees and Directors
- Roll Call, approval of agenda
- Mark made a motion to approve the agenda, Emily seconded. All in favor voted.
- 7:20pm – 7:35pm Public Comments
- A. Announce: Non-public session announcement (RSA 91-A:3) 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.
  - B. Questions from the public about meeting notice posting, the posting of agendas online, approval of PRML basement. Bev Widger noted the anniversary of Nancy Norwalk’s hiring.
- 7:35pm – 7:40 pm
- A. Approval of minutes of previous meetings
    - May – Emily made a motion to approve the May minutes. Mark seconded. All voted in favor.
    - June 18 – Emily made a motion to approve the June 18 Minutes. Mark Seconded. All voted in favor.
  - C. Correspondence
    - a. Donations – PRML received a \$150 from Hanover Garden Club and \$25 for special book. The Meriden Library received a donation from Greg Estey Memorial Fund.
    - b. The board received letters from Bev Widger (basement proposal), Bonnie Swift, and Cindy Heath
- 7:42 pm – 8:10 pm Reports
- A. Library Directors – Mark made a motion to approve the directors reports. Emily seconded. All voted in favor.



- B. Financial – Discussion about Fuel oil and update on Meriden Library Association Funds transfer.

Mark made a motion that we make issuance of debit card from the Mascoma Checking account in Nancy Norwalk's name and the daily limit amount be established at \$200.

Emily seconded. All voted in favor.

Mark made a motion that the board authorize Emily to get two more quotes for 2,180 PRML and 1,025 gallons for the Meriden Library in fuel oil at a \$2.59 or better per gallon or better.

Emily seconded. All voted in favor.

Mark made a motion to authorize the expenditure of \$2,950 to Arc Mechanical Contractors for the installation of a Mitsubishi heating and cooling unit as specified in the July 10<sup>th</sup> 2015 quote. Emily seconded. All voted in favor.

Emily made the Motion to accept Mark's financial report. Mark seconded. All voted in favor.

8:10 pm – 8:30pm - Other Specific Items

- A. Youth Survey Results - Noted the MSB and PES for conducting the survey. The board thanks Diane Rogers and Nancy Norwalk for tracking down homeschoolers.
- B. Town Survey – all are encouraged to test it. The board thanks Mascoma Savings Bank for letting us use their account.
- C. One Town One Book – The Grapes of Wrath

The board set future meeting dates and made changes:

- The August meeting at the Meriden Library will start at 7:15
- Sept 14 – Focus meeting PRML
- October 19 – Focus meeting Meriden
- Nov 9 – General meeting at PRML
- Dec 14 – General meeting at Meriden

All voted in favor.

8:49 Mark made a motion to adjourn. Emily seconded. All voted in favor.

Adjournment at 8:49 pm

# MEETING AGENDA

BOARD OF TRUSTEES, PLAINFIELD TOWN

LIBRARIES June 18, 2015; 7:00 pm; Meriden Library

Present: Nancy Liston, Anita Brown, Emily Sands, Suzanne Spencer

Absent: Mark Pensgen

7:06 pm Call to Order

Anita made a motion approve the agenda, Nancy Liston seconded. All in voted in favor.

MOTION to enter Non-Public Session made and seconded.

Vote as follows:

- Anita Brown – Yes
- Suzanne Spencer – Yes
- Nancy Liston – Yes
- Emily Sands – Yes

Specific Statutory reason cited as foundation for the 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. 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.*

MOTION: Passed

7:10 Trustees go into nonpublic session

Public session reconvened at 8:07 pm

MOTION made to Seal Minutes and seconded.

Roll Call Vote to seal Minutes:

Vote as follows:

- Anita Brown – Yes

Suzanne Spencer – Yes

Nancy Liston – Yes

Emily Sands – Yes

MOTION: Passed

Nancy Liston made a motion to adjourn the public meeting. Anita seconded. All voted in favor.

Adjourn time: 8:07 pm

Plainfield Public Libraries  
May 11, 2015  
Minutes

Attending: Suzanne Spencer, Nancy Liston, Emily Sands, Mark Pensgen and Anita Brown, Nancy Norwalk (PRML director) and Mary King (ML director)

Suzanne called the meeting to order at 7:06pm and made mention that there might be a non-public meeting. A public hearing on the acceptance of a gift of \$50,000 to the Meriden Library would begin at 7:15pm.

**Public Comment:**

Bev Widger mentioned that the path has been cleared at the Mascoma Savings Bank to allow the Philip Read Memorial Library to have a debit card without naming the library director. Mark needs to speak with Karen Slayton to set things in motion.

NancyL asked if there was a policy on file on the use of a debit card. Anita suggested no policy was needed; however, she suggested a written procedure be on file.

**7:15PM—Public Hearing** on Gift of \$50,000 from Frederick Cushing to the Meriden Library

Mary informed the board that a gift of \$50,000 from the estate of Frederick Cushing was received. The stipulation is as follows:

For the Meriden Library, "to enhance and/or improve the library facility or collections with the request that the library create a suitable memorial for my wife, Mary E. Cushing."

--Dennis Girouard asked who handles the monies. Response: Trustees.

Clint Swift asked about the Meriden Library Association and the Meriden Library building fund monies. Who handles those monies? The building fund monies are handled by the trustees. Dennis asked where those funds are posted in town report. The building funds are in the town report. Currently, the Meriden Library Association monies have not been received (still in process); therefore, no accounting.

--Emily asked where the Cushing gift would reside as it states collection as well as the building. Mark proposed that a separate account be created then the trustees can decide.

Mark MOVED to accept the funds and place them in a separate bank account until the board determines how to appropriately use the funds. NancyL SECONDED. Vote was unanimous.

7:25pm—back to regular board meeting.

**Public Comment (cont):**

Dennis noted that at an earlier meeting the board would place all correspondence in a binder/folder. He has not seen the folder at the library. Suzanne has been working on them and gave NancyN a folder with some of the emails. She will complete the project soon.

Dennis asked if Sean Fleming's report mentioned anything about staffing at either library. Suzanne did not have that information at hand. She will review the report again and report back.

Minutes of April 6, 2015: no changes.

MOTION to approve: Emily; SECONDED: Mark; PASSED unanimously.

**Correspondence:**

Suzanne reviewed the procedure regarding email and written correspondence. Correspondence received between meetings will be read at next meeting and addressed if possible at that time.

Diane Rogers asked about her request to receive correspondence written to architects from the board regarding Philip Read basement issue. There was no written letter from the Board or from the lawyer.

Secretary will email written or electronic correspondence to the directors, who will then place in the Trustee correspondence folder/binder. Secretary will also copy Town Administrator when sending draft minutes to webmaster, directors and trustees.

**Donations:**

Mary received memorial donations in memory of Greg Estey (total is now up to roughly \$790). Not designated yet.

**Other Administrative Issues:**

NancyL wanted to thank Cindy Health, NancyN, and the rest of the space committee for their work on the PRML basement configuration.

NancyL also wished to acknowledge that she felt bad about not getting the PRML basement/architect issue resolved to a satisfactory conclusion.

NancyL also would like the directors to write a report on current hours they are open and what it would take to have two staff on hand for hours open.

**Reports:**

*Library Directors* reports discussed.

MOTION to approve: Anita; SECONDED: Emily; PASSED unanimously.

*Treasurer's report:* Mark still concerned about fuel expense line.

MOTION to accept: Emily; SECONDED: NancyL; PASSED unanimously.

*Working Groups:*

Financial—Discussion around safety and accountability for cash received by directors. FWG to look at other libraries and how they handle fines.

Human Resources—NancyL would like any suggestions from directors on benchmarking for staffing levels and hours of operation.

Facilities—Anita mentioned that it's time to do the "walk-about" at each library. Suzanne—Meriden; Anita—Philip Read.

**Specific Items:**

Post Office/ADA planning— Suzanne read email sent from Town Administrator Steve Halleran. Lengthy discussion occurred. All agreed looks feasible but need more details. Mark mentioned sending a letter of support to Steve and KUA stating we are interested but need more details. MOTION to draft letter to Steve and KUA supporting concept but needing more details: Suzanne; SECONDED: Mark; PASSED unanimously.

Suzanne will draft letter, as well as call Rod Wendt and Judy Hallam with updates.

**Surveys:**

Youth Survey was presented and discussed.

MOTION to approve with amendment to include bus stops at each library: Anita; SECONDED: Mark; PASSED unanimously.

Strategic Survey:

Bev Widger updated board. Plan to have draft of final survey to trustees before June meeting for discussion and possible approval at said meeting.

**Automation**

Mark reported on meeting with NancyL, NancyN, Mary, Sarah Gillens and him to discuss ongoing issues with automation at PRML and moving forward. Discussion. Result: completing automation at PRML is top priority of the board.

**PRML Basement Study**

Further discussion needed. June agenda item.

**Other Business:**

June agenda items—By-Laws; Friends Policy.

A request by Nancy Norwalk to move into non-public session was discussed per RSA 91-A:3(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.*

MOTION to approve: Mark; SECONDED: Anita; VOTE: NancyL-Yes; Emily-Yes; Suzanne-Y; Mark-Yes; Anita-Y.

9:20pm— MOTION to adjourn regular meeting: Suzanne; SECONDED: Mark; PASSED unanimously.

Meeting adjourned.

Next Meeting: June 8; Philip Read Memorial Library; 6:45pm—PRML Basement walk through; 7:15pm—Regular Meeting.

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# FINAL REPORT

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Philip Read Memorial Library  
Basement Task Force

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April 6, 2015

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**Philip Read Memorial Library Basement Task Force  
EXECUTIVE SUMMARY, April 6, 2015**

**Charge**

- Look at floor plans in terms of staffing requirement options
- Review existing plans, budget, and previous approvals
- Research trends in rural library facility design and service
- Evaluate 3 alternate scenarios and provide cost estimates and timeline for implementation OR affirm existing plans with no changes

**Benchmarking Observations – Children’s Junior & Teen Services Benchmarking Assessment**

- With the exception of Plainfield & Canaan, all libraries have staff hours dedicated to youth services.
- With the exception of Windsor & Plainfield, all libraries have at least two staff on duty at all times during public hours.
- Youth services supervision practices vary depending on library design and staffing levels.

**Benchmarking Observations – 2013 NH & VT State Library Data Sets**

- Plainfield libraries have the lowest staffing levels among benchmarked communities with comparable population.
- Print materials budget & circulation for Plainfield libraries are among the top 10 in communities with similar population statewide (35 libraries with population 2,063-2,986).

**Square Footage Measurements Observations**

- Adequate space to increase Junior/Teen services aligns with industry trends and NH State Library Strategic Plan (special activities, diverse collection, maker space/creative space, media lab, reading nooks, collaborative study areas).
- Maxfield Parrish Reading Room combined with Biography/Non-Fiction Room is too large for separated Junior/Teen area, and individual rooms are too small to accommodate combined Junior/Teen area.
- Inadvisable to combine age groups into one space – social needs/space use differs for two age groups.
- For Junior/Teen area to be located on first floor, Youth Staff/Librarian would need to be stationed on first floor with main desk staff to provide youth focused research assistance, event management, and supervision, leaving downstairs area largely unstaffed.

**Scenarios**

#	Description	Staffing Cost	Timeline
1	Implement Architects Weller & Michal (2001) floor plan for Junior/Teen/Special Collections	\$12,740 Youth Services/Custodial	2015 construction 2016 staffing
2	Move Junior & Teen rooms to Maxfield Parrish Reading Room and/or Biography/Non-Fiction Room & Adult Non-Fiction & Biography downstairs	\$12,740 Youth Services/Custodial	2015 construction 2016 staffing

**Recommendations (2015)**

- Determine preferred scenario for completion of basement
- Continue communication with Friends and accept funding to (in suggested priority order):
  - install wood flooring based on revised estimates
  - complete shelving in Special Collections area; install humidity monitoring device
  - complete shelving in current Junior area
- Conduct youth survey at Plainfield School, Estabrook School and with home school population (June)
- Incorporate questions relative to adult preferences for space use in Strategic Plan questionnaire

**Further Discussion (2015)**

- Determine Junior Collection weeding timeline based on Collection Development Policy
- Research circulation desk models – check out only at main desk or at both levels?
- If staffing recommendations are approved, develop job description for Youth Services staff/librarian
- Evaluate feasibility of including meeting room flooring costs in town budget



**Philip Read Memorial Library Basement Task Force  
FINAL REPORT, April 6, 2015**

**Members:**

Nancy Liston, Trustee, Nancy Norwalk, Library Director, Diane Rogers, Plainfield Library Friends Group, Cindy Heath, Library Volunteer

**Benchmarking:**

**A. Children’s Junior & Teen Services Benchmarking Assessment\***

Library	Junior Area Location (Grades 3-8)	Supervision	Children’s Librarian (per week)	Paid Staff Coverage	Comments
Newport	First Floor	Visible from circulation	40 hours	Two staff on duty at all times	
Meriden	Basement	User driven supervision	No	One staff on duty at selected times	All youth services in basement
Windsor	Basement	User driven supervision	24 hours mixed duties	One staff on duty at selected times	YA area visible Children/Jr area not visible
Canaan	First Floor	User driven supervision	No	Two staff on duty at all times	<8 requires parent; 6 PT staff
Hartland	First Floor	Not visible from circulation desk	16 hours	Two or more staff on duty at all times	No permission for internet use; serves grades 1-8 in one space
Enfield	First Floor	Visible from circulation desk	15-16 hours	Two or more staff on duty at all times	
PRML	First Floor	User driven supervision	No	One staff only for 15 hours/week	Youth services on first floor
<b>Other Libraries Benchmarked – Only One Floor</b>					
Sunapee	Library has only one floor	Visible from front desk	32 hours	Two or more staff on duty at all times	Low book cases, all youth services in one area, creative space, brand new in 2015
Grantham	Library has only one floor	Visible from front desk	10 hours	Two staff on duty at all times	Junior collection is smaller; lpads/e readers for loan; parent req’d <13 years

**\*Note that all libraries have Directors and other staff – we focused on Youth Services.**

**Benchmarking Observations – Section A**

- With the exception of Plainfield & Canaan, all libraries have staff hours dedicated to youth services.
- With the exception of Windsor & Plainfield, all libraries have at least two staff on duty at all times during public hours.
- Youth services supervision practices vary depending on library design and staffing levels.

## B. 2013 NH & VT State Library Data Sets

NOTE: Print materials data was used at random as a criterion for which communities in Plainfield’s population range to include in this chart from the NH State Library Statistics. Other towns represent benchmark communities selected by the Task Force for evaluating youth services.

LIBRARY	TOTAL PAID EMPLOYEES	TOTAL PRINT MATERIALS	PRINT MATERIALS BUDGET	CIRC.	HOURS OF SERVICE PER YEAR	TOTAL REVENUE	ANNUAL VISITS	TOTAL PROGRAMS
<b>PRINT MATERIALS BENCHMARK, STATEWIDE</b>								
PRML & MERIDEN COMBINED (2,364)	1.95	36,133	\$11,980	21,128	2,600	\$118,790	14,000	137
Colebrook (2,301)	4.43	34,100	\$13,720	19,520	1,425	\$126,440	11,650	123
Tuftonboro (2,387)	2.74	30,630	\$20,410	37,445	1,798	\$173,740	17,450	161
Warner (2,833)	2.76	26,930	\$13,160	32,400	1,612	\$197,890	17,430	161
<b>UPPER VALLEY BENCHMARK COMMUNITIES</b>								
Sunapee (3,365)	4.25	31,268	\$34,140	53,680	2,340	\$321,000	24,800	201
Newport (6,507)	4.63	40,957	\$16,489	29,130	2,340	\$645,620	n/a	401
Windsor (3,553)	2	20,177	\$10,312	17,854	2,236	\$100,340	15,600	206
Canaan (3,909)	1.95	26,632	\$20,000	31,855	1,612	\$137,560	14,250	68
Enfield (4,582)	3.98	33,742	\$20,010	22,523	1,716	\$157,700	16,800	197
Grantham (2,985)	2.45	22,475	\$17,772	53,132	1,754	\$172,720	30,320	102
Hartland (3,373)	2.275	25,604	\$10,700	27,247	1,924	\$122,740	24,280	252

### Benchmarking Observations – Section B

- Plainfield libraries have the lowest staffing levels among benchmarked communities with comparable population.
- Print materials budget & circulation for Plainfield libraries are among the top 10 in communities with similar population statewide (35 libraries with population 2,063-2,986).

## II. Existing Plans, Budget & Approvals Review

### A. Existing Plans

PRML Building Program, Associated Library Consultants (1997)  
 PRML Planned Use of Basement Report, Nancy Norwalk (2013)  
 Lower Level Plan, Architects Weller & Michal (2001)

### B. Budget

Friends of the PRML have \$25,000 for flooring & shelving; \$6,000 undesignated  
 Approximately \$50,000 needed to complete floor & shelving  
 Currently need 15 hours/week to achieve full coverage (2 staff on duty during all public hours)

### C. Approvals

Plainfield Library Trustees and voters at Town meeting approval of existing plan in 2001

## III. Trends in Rural Library Facility Design and Service

### A. Industry Research

Standards for library services have not been established in New Hampshire. The following sources were found in an internet search, and offer selected measures for comparison to Plainfield Library services (data represents Meriden & PRML combined).

*\*Guidelines for Rural/Urban Public Library Systems, 2<sup>nd</sup> Edition, Administrators of Rural & Urban Libraries of Ontario, January 2012. Small Branches (1,000-5,000 Pop.)*

*\*The State of Public Small and Rural Libraries in the U.S., Institute of Museum & Library Services, Research Brief No. 5, September 2013.*

Measure	ARULO*	IMLS**	Plainfield Libraries
Median Service Population		2,244	2,364
Median Circulation		15,847	21,128
Median Revenue:		\$69,215	\$118,790
Median Total Staff		1.5	1.95
Median Programs		57	137
Standard Offerings	internet connectivity, website, social media presence, e-learning		No e-learning
Accessibility	ADA		Yes
Public Hours	20-25 hrs/week		42 hrs/week
Work Stations	1/1,300 Pop.		5 (PRML)
FTE	2.5		1.95
Training for Staff	library practices and library technology		Yes

*UpClose: Designing 21st-Century Libraries | Library by Design, lj.libraryjournal.com, Peter Gisolfi, LA*

- An informal community cultural center, community model for sustainable practice
- Transparency among spaces so patrons can be seen and more easily served
- Reading spaces interspersed within the various collections, flexibility to accommodate future needs
- Larger and more varied spaces for children and teens, community, meeting & activity rooms
- Daylight in all areas of the building, connections to outdoor space

#### IV. Phase I Recommendations (2015):

- Determine preferred scenario for completion of basement
- Continue communication with Friends and accept funding to (in suggested priority order):
  - install wood flooring based on revised estimates
  - complete shelving in Special Collections area; install humidity monitoring device
  - complete shelving in current Junior area
- Conduct youth survey at Plainfield School, Estabrook School and with home school population (June)
- Incorporate questions relative to adult preferences for space use in Strategic Plan questionnaire

#### V. Updated Cost Estimates

Item	Mark Overman	Helie*	LaValley's**
Mirage wood laminate floor		\$17,382	\$17,795
Ceramic tile		\$ 6,163	No quote
Vinyl tile		\$ 4,480	\$3,887
Shelving	\$20,000		
Furniture (donated)			

\*Helie total for wood & vinyl = \$21,862    \*\*LaValley's total for wood & vinyl = \$21,682

#### VI. Square Footage Measurements

Area	Shelf Capacity	Floor Space
Current Junior/Teen Room	375 sq ft	402 sq ft
New Junior/Teen Rooms	811 sq ft	438 sq ft
Maxfield Parrish Reading Room	248 sq ft	449 sq ft
Biography/Non-Fiction Room	679 sq ft	236 sq ft

#### Square Footage Measurements Observations

- a. Adequate space to increase Junior/Teen services aligns with industry trends (special activities, diverse collection, maker space/creative space, media lab, reading nooks, collaborative study areas)
- b. Maxfield Parrish Reading Room combined with Biography/Non-Fiction Room is too large for separated Junior/Teen area, and individual rooms are too small to accommodate combined Junior/Teen area
- c. Inadvisable to combine age groups into one space – social needs/space use for two age groups differs
- d. For Junior/Teen area to be located on first floor, Youth Staff/Librarian would need to be stationed on first floor with main desk staff to provide youth focused research assistance, event management, and supervision, leaving downstairs area largely unstaffed

#### VII. Further Discussion (2015):

- Determine Junior Collection weeding timeline based on Collection Development Policy
- Research circulation desk models – check out only at main desk or at both levels?
- If staffing recommendations are approved, develop job description for Youth Services staff/librarian
- Evaluate feasibility of including meeting room flooring costs in town budget

## BASEMENT SCENARIOS:

Scenario I:
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- Implement Architects Weller & Michal (2001) floor plan for Junior/Teen rooms & Special Collections
- Success depends on full coverage and a cross-trained youth services staff/librarian

### Opportunities

- Professionally designed and analyzed (1997); plan well thought out and still relevant
- Approved by Selectboard, Trustees, and voters at Town Meeting
- Aligns with trends in youth library services (expand)
- Facilitates collaborative learning; designed to facilitate sight lines from circulation desk
- Allows for more seating, activities, media & creative spaces, reading cubbies, kits, 3D copier
- Community surveys in Norwich & Hanover supported technology but more books for children
- 100+% more space for Junior collection & activities
- Addition of Youth Services Staff/Librarian keeps pace with benchmark communities
- Substantial fundraising has taken place based on existing plan

### Challenges

- Additional staff investment required
- Special Collections accessible to public will continue to require supervision

### Furnishings

- Perimeter with moveable shelving added as needed, wall to wall flooring, 2 reading nooks, Lego area, collaborative study/activity table, comfortable chairs in teen room, circulation/staff desk, Special Collections work table/meeting space/reading area

### Cost Estimates

#### Library Staff (\$10,870):

- Youth Services Staff/Librarian shared between Meriden and PRML & cross trained in all library services
- 15 hours needed to provide full coverage at PRML (two staff in library for all public hours)
- At PRML\*:

Children's Librarian: 8 hours/week @ \$13.50/hour x 52 weeks = \$5,620

Aid: 3 hours/week @ \$10/hour x 52 weeks = \$1,560

Director: 4 hours/week @ \$17.75/hour x 52 weeks = \$3,690

*\*Hours may shift depending on coverage and scheduling needs*

#### Custodial Staff (\$1,870):

- 3 hrs/week @ \$12/hour x 52 weeks = \$1,870

## Scenario II:

- Move Junior & Teen rooms to Maxfield Parrish Reading Room and/or Biography/Non-Fiction Room
- Move Adult Non-Fiction & Biography downstairs
- Success depends of full coverage (additional staffing), and Youth Services Staff stationed on first floor to provide youth focused research assistance, event management, and supervision
- Anecdotal feedback from adult patrons – reluctant to access collections downstairs

### Opportunities

- Maintains all youth services on one floor

### Challenges

- Adults have expressed both a preference for the adult collection to remain on the first floor, and to move
- Involves complete re-evaluation of entire library space plan
- Departure from professionally analyzed/designed space (1997 assessment, still largely relevant to today)
- Windows in current Junior area limit collection space, seating, activities, creative space, collaborative learning
- Concern with youth using old door access in current adult reading room
- Lack of sight lines into both rooms without dedicated staff
- Children’s librarian would need to be stationed on the first floor for supervision and interaction with youth patrons; leaves downstairs unsupervised (need to cover circulation desk on first floor with second staff person)
- Adult collection separated
- Reduced capacity for comfortable seating in Fiction area
- Concern with unsupervised adult computer use in downstairs area

### Furnishings

- Lego area, collaborative study/activity table, comfortable chairs, circulation/staff desk

### Cost Estimates

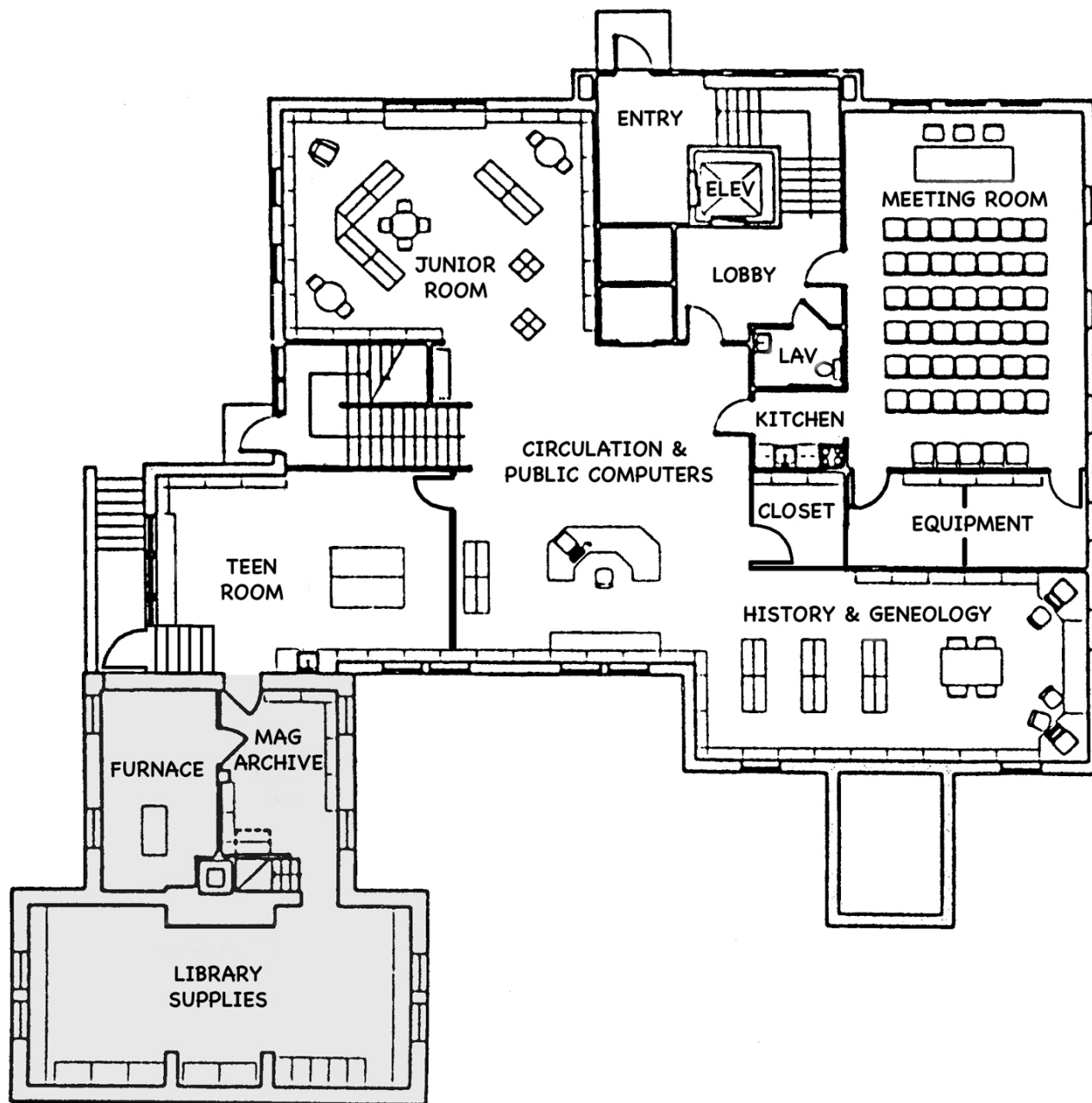
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- 15 hours needed to provide full coverage (two staff in library for all public hours)
- At PRML:
  - Children’s Librarian: 8 hours/week @ \$13.50/hour x 52 weeks = \$5,620
  - Aid: 3 hours/week @ \$10/hour x 52 weeks = \$1,560
  - Director: 4 hours/week @ \$17.75/hour x 52 weeks = \$3,690

#### Custodial Staff (\$1,870):

- 3 hrs/week @ \$12/hour x 52 weeks = \$1,870

Philip Read Memorial Library Space Plan





IMAGES FOR TEEN SPACE





IMAGES FOR JUNIOR SPACE



# REPRESENTATIVE JOB DESCRIPTION - YOUTH SERVICES STAFF

## Assistant I, Youth Services, Portsmouth Public Library

**Job Title:** Library Assistant I, Youth Services

**Hours:** 20 hours per week

**Pay:** \$14.26/hour

**Library:** Portsmouth Public Library, 175 Parrott Ave, Portsmouth, NH 03801

### Job Description

The Portsmouth Public Library, in Portsmouth, NH, is looking to hire a 20 hour per week library assistant in the Youth Services department, with the possibility of expanding the position to full time in the future. This person will perform a wide range of departmental tasks and provide a wide range of library services to patrons primarily in the Youth Services area of the library, but elsewhere as needed or assigned.

The person we are seeking to find has many of the following attributes:

1. Strong interest in working with children and teens
2. Good rapport with all ages (0 to 99+)
3. Friendly, Smart, Quick learner, Curious
4. Cooperative, Maintains high standards
5. Generous, Respectful
6. Committed to ongoing professional development
7. Positive, professional attitude, Good listener
8. Self-starter, Energetic

### Examples of Essential Job Functions

1. Utilize the library's integrated library system software, especially the circulation module, to answer patron questions, update records, place holds for items and more
2. Assist patrons with finding reading and other library materials. Make recommendations within the collection.
3. Assist patrons with using the library's online catalogs
4. Assist patrons with use of technology tools including public computers, self-check stations, printers, iPads and more.
5. Assist with collection maintenance including keeping collections and displays neat, clean and well organized.
6. Keep usage statistics on a daily basis
7. Assist with development of program ideas and program implementation
8. Serve at the library's Welcome Desk as assigned
9. Answer phone calls and respond to patron inquiries
10. Update records in the library's calendar and room management software, Event Keeper

## Other Possible Job Functions

1. Contribute to the department's social media efforts
2. Update Youth Services web pages
3. Participate in library wide committees
4. Create timely material lists, maintain booklist files
5. Assist with coordination of exhibits in display cases
6. Maintain the Child & Family section of the library's community bulletin board
7. Create dynamic, interesting, eye-catching, timely displays
8. Teach computer classes
9. Lead book discussions

## Required Knowledge, Skills and Capabilities

1. Proficiency using information technology in assigned functions, including
  - a. Proficiency with Microsoft Office Word, Excel and Publisher
  - b. Familiarity with website management and social media tools
  - c. Knowledge of Windows operating systems and basic information troubleshooting techniques
  - d. Familiarity with mobile devices such as smart phones, tablets and e-readers
2. Ability to provide assistance in locating relevant print, media and other materials to meet the intellectual, business, academic, cultural and entertainment needs of customers.
3. Knowledgeable about issues related to child development.
4. Strong personal example to provide a high level of service to customers.
5. Knowledgeable about issues related to child development.
6. Ability to establish and maintain effective working relationships and communications with customers, co-workers, employees in other municipal departments and City officials.
7. Demonstrated commitment to ongoing skills development and the judgment and public relations skills to deal appropriately with people.

## Minimum Required Qualifications

Proficiency in many of the above listed required skills, and experience with some of the above listed tasks and functions at a library or other work setting. Candidate must possess a proven track record of providing excellent customer service. All levels of educational achievement are welcome.

Send application materials including a cover letter and resumé to [jobs@cityofportsmouth.com](mailto:jobs@cityofportsmouth.com). In your cover letter, review not just your skills and experience, but how you in particular stand out from the crowd and why you are seeking to work in the field of public librarianship, and children's librarianship in particular.

## APPENDIX

### PRML Basement Task Force Accomplishments

#### 4.1.15 ACTION STEPS:

Status	Item
✓	Email flooring quotes to Task Force
	Contact Anita Brown re: adding survey questions to Strategic Plan survey

#### 3.3.15 ACTION STEPS:

Status	Item
✓	Get final floor quotes from LaValley's, Helie
✓	Get samples of ceramic and vinyl tile
✓	Research homeschoolers & Estabrook School for youth survey interest
	Draft adult space use questions for inclusion in Strategic Plan survey
✓	Prepare final report draft for review
✓	Take measurements of downstairs Junior/Teen room, MPRR & Bio/NF rooms

#### 2.24.15 ACTION STEPS:

Status	Item
✓	Get opinion on flooring options from LaValley's
✓	Update data set with #visitors from State data

#### 2.13.15 ACTION STEPS:

Status	Item
✓	Contact David Grobe for humidity tester recommendation/price
✓	Discuss proposal for bookshelves and flooring for Special Collections w/Friends
✓	Get quote on table refinishing from Steve Peters
✓	Get list of homeschoolers from PS or NH Dept. of Ed for survey distribution; call Principal - 8 <sup>th</sup> grade class project to administer
✓	Check with other libraries on permission for youth to use internet

#### 2.4.15 ACTION STEPS:

Status	Item
N/A	Investigate source, design & pricing for chairs; contact Phil Cronenwitt
✓	Contact Hypertherm for surplus furniture
	Find previous air quality test-D. Grobe
✓	Research laminated birch floor construction order – shelves first v. floor first
✓	Get updated cost estimate for total flooring versus just Special Collections area
✓	Draft Youth Survey
✓	Prepare 2.19 Trustee Report

#### 1.28.15 ACTION STEPS

Status	Item
✓	Ask Friends about Phasing Plan for shelves & related cost
✓	Research cost of refinishing wooden table versus purchasing new
N/A	Research purchasing 8 chairs plus 2 comfortable chairs for Special Collections Room
N/A	Present proposal for funding of refinishing & chairs to Trustees
✓	Look at NH State Library data on collection, circulation, visitation, staffing, programs, and electronic resources
✓	Ask Friends about overall plan for basement furnishings
✓	Benchmark area libraries with 2 levels or junior/children's room re: staffing coverage
✓	Send space plan information to Task Force
✓	Evaluate need for humidity control in Special Collections with knowledgeable contractor

## **PRML Basement Task Force Meetings Notes**

### **4.1.15 Meeting Notes (Conference Call)**

1. Reviewed final report, refined recommendations

### **3.30.15 Meeting Notes**

1. Orientation on draft report for Emily Sands

### **3.25.15 Meeting Notes:**

1. Floor and shelving measurements taken to assess collection & space comparisons

### **3.3.15 Meeting Notes:**

1. Wall to wall flooring in basement agreed upon, Mirage brand wood laminate or comparable to be quoted
2. Refined Scenarios 2 & 3
3. Evaluated scenarios, #1 generally agreed upon if Trustees ask for recommendation
4. Reviewed previous meeting action steps

### **2.24.15 Meeting Notes**

1. The group reflected on the presentation to the Trustees (positive) and reviewed area library benchmarking information.
2. Full staff coverage and Children's Librarian will be recommended in all scenarios presented to the Trustees. Decided against further benchmarking. Computers and YA areas generally had supervision/visibility from circulation desk among benchmarked libraries.
3. Flooring options were discussed. Two opinions (shelf contractor, Helie's, LaValleys) re: wall to wall vs. abutting shelves to floor re: expansion/contraction issue.
4. Scenario I was thoroughly reviewed and agreed upon.

### **2.18.15 Meeting Notes**

1. Friends in favor of funding completion following Trustees approval of final plan
2. Floor contractors recommend against splitting floor project – lack of consistency in wood coloring, tripping hazard
3. Important to get 3 quotes of wood oak laminate by Mirage (same as upstairs)
4. Maxfield Parrish Reading Room funded as a reading room
5. Junior collection continue to be upgraded to match core collection standards (currently using core standards)

### **2.13.15 Meeting Notes**

1. The group reflected on the presentation to the Trustees (positive) and reviewed area library benchmarking information.
2. Full staff coverage and Children's Librarian will be recommended in all scenarios presented to the Trustees. Decided against further benchmarking. Computers and YA areas generally had supervision/visibility from circulation desk among benchmarked libraries.
3. Flooring options were discussed. Two opinions (shelf contractor, Helie's, LaValley's) re: wall to wall vs. abutting shelves to floor re: expansion/contraction issue.
4. Scenario I was thoroughly reviewed and agreed upon.

### **2.4.15 Meeting Notes**

1. Discussed humidity control concerns for Special Collections; cases will be locked
2. Agreed on layout and furnishings for Special Collections room
3. Bookcases cost: \$10,400 (Special Collections only); \$5K dedicated to shelving from Friends
4. \$6K additional in Friends account beyond dedicated funds
5. Juniors defined as 3<sup>rd</sup>-8<sup>th</sup> grade
6. Agreed on youth survey through Plainfield Schools
7. Biography & Non-Fiction would need to be split if moved downstairs
8. 1997 Building Program report provided by Nancy Norwalk

### **1.28.15 Meeting Notes**

1. The group reviewed Nancy Norwalk's report to the Trustees & the current basement plan with the intent of gaining consensus on each item and discovering where more information is needed to reach consensus. It was agreed that meeting notes will capture consensus agreements and relevant discussion.
2. The schedule was clarified: Draft report to the Trustees on February 19. It was agreed that we may need more than 2 meetings to accomplish the final document.
3. We reached consensus on the following points:
  - Shelving: Break this project into phases. Phase I: complete the Special Collections area. Phase II: Junior Room. Install the shelves first, floor to follow. The reason for this is that space underneath the shelves is created to allow for expansion and contraction of flooring.
4. Staffing coverage as it currently stands calls for 15 additional hours/week to provide a second staff person to assist patrons using the basement as needed. Research on area libraries to be conducted to assist in evaluating staffing needs for PRML.

Plainfield Public Libraries  
April 6, 2015  
Minutes

**FINAL**

Attending: Suzanne Spencer, Nancy Liston, Emily Sands and Anita Brown, Nancy Norwalk (PRML director) and Mary King (ML director)

Absent: Mark Pensgen

Suzanne called the meeting to order and made mention that there would be no non-public meeting.

No public comment.

Approval of minutes for February 2015

Nancy L noted that during the discussion on the Strategic Basement Plan she wanted to be sure she heard correctly that the Friends of PRML would not object to whatever plan was agreed upon. Dennis concurred.

Nancy L made motion to approve the amended minutes; Anita seconded. Vote was affirmative; Emily abstained.

Election of New Officers, Working Groups and Liaison Appointments

*Election of New Officers*

Suzanne asked if there were nominations from anyone. Though absent, Mark affirmed that he would be willing to continue as treasurer.

The slate is as follows:

Chair—Suzanne Spencer

Vice Chair—Nancy Liston

Treasurer—Mark Pensgen

Secretary—Anita Brown

Nancy L made a motion to accept the slate; Emily seconded. Vote: Suzanne—yes; Nancy L—yes; Emily—yes; Anita—yes. Passed unanimously.

*Working Groups and Liaison Appointments*

Human Resources—Suzanne Spencer and Anita Brown

Facilities—Suzanne Spencer (ML) and Anita Brown (PRML)

Financial—Mark Pensgen and Emily Sands

Technology—Mark Pensgen and Nancy Liston

Policy—Nancy Liston and Emily Sands

Friends' Liaisons—Nancy Liston (PRML) and Emily Sands (ML)

No vote needed.



Meeting calendar: Second Monday of each month

May 11; June 8; July 13 and August 10; others TBD

Since we are working on a strategic plan, the idea of meeting possibly meeting at other libraries was brought up. After some discussion, this idea was put on hold for further discussion. Suzanne to check on legal issue of meeting out of town.

#### Correspondence

Emails received from (1) Lee & Betty Walker, (2) Bev Widger and (3) Steve Halleran. Halleran's email included a letter received from the town attorney Barry Schuster regarding the PRML basement egress issue. There will be no compensation from Weller & Michel.

Emails will be printed out and put in a folder/binder in each library.

Mary King received a letter from Howe Library mentioning that the Evergreen system was changing to a cloud based server. We should not see any interruptions. The letter also stated that there would be an increase in costs for Plainfield in both 2016 and 2017. The costs are based on the number of records in the system. The maintenance costs will go from \$800 to \$1000.

#### Donations

Mary reported that Meriden Library received memorial gifts of \$620 in the name of Greg Estey. Lori and Gavin would like to see the money spent on materials. Also received another \$50 memorial gift on behalf of Henry Beck. A letter and check in the amount of \$50K from Stebbins & Bradley to the Meriden Library stating it was a bequest on behalf of Fred Cushing to enhance the Meriden Library. The May 11 meeting will be warned as a public meeting to accept the check.

Nancy L wanted to acknowledge Bev W's and Cindy Heath's efforts on obtaining furniture from Mascoma Savings Bank and Hypotherm. Furniture from Hypotherm has no stipulations. Once we determine what we can use, we can sell or donate the rest.

#### Reports

Directors' Reports:

PRML—VCR tapes should show a decrease; however, the Evergreen report shows that there are 579 VHS tapes in the system currently. Nancy L requested a report by April 20 on exactly what 25% of the collection was purged to compare with what Evergreen has on file.

Nancy L made a motion that the directors' annual reports to the town be approved by the PPL Board before going to the town office. Emily seconded. Vote: Passed.

Nancy L made a motion to approve the directors' reports; Emily seconded. Vote: Passed.

Financial:

Mark's report arrived in time for meeting. However, since he was not there to give a narrative and still early in the year, there was no discussion.



Working Groups:

Policies—Nancy L will share the list with Emily and determine which policies need to be addressed. The next policy to work on will be the friends of the library.

By-Laws—Discuss at next meeting

Automation and Weeding at PRML

Discussion centered on the list of brief records for October 2014 through March 2015, which Mary needs to go through and update. After much back and forth, Nancy N will send lists to Mary on Wednesday, April 8. Nancy L requested a weekly report to the PPL Board on progress.

PRML Basement Task Force

Cindy H presented the findings of the task force. The two scenarios presented will be discussed and voted on at the May meeting.

Strategic Plan Survey

Anita reported that the survey has a few more tweaks and will then send to the directors for their comments.

Meeting adjourned at ~9:45pm

**Plainfield Public Libraries**  
**Board of Trustees**  
**February 19, 2015**  
**Both Libraries Featured**

Draft

**Attending:** Suzanne Spencer, Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell (attended late)

**Members of the Public;** Jeanne Thompson, Estelle Reisch, Diane Rogers, Bev Widger, Clint Swift, Cindy Heath, Bonnie Swift, Dennis Girouard

**Call to Order:** 7:12pm

**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. Motion made to accept minutes January 12, 2015 as written made and seconded . Motion unanimous and carried

Chair Suzanne asked if there were any donations to mention

1. Nancy N reported that PRML received \$50 to general fund and suggested it be used for children's materials.
2. Mary reported that ML received \$150 in memory of Henry Beck, which was designated for the building fund.

**Public Comments:**

Dennis Girouard stated that he was at this month's Select board's meeting where the topic of the Post Office was mentioned. If we had two library boards, the ML board could probably have moved on this possibility. Nancy L reported that at a previous Select board's meeting the same topic was brought up. However, the Select board stated that it was too early to move in that direction and mentioned that the subject would more than likely be discussed towards the end of March.

**Directors' reports:**

Discussion was minimal. Nancy L moved to approve the reports; Mark seconded; vote was passed unanimously.

**Treasurer's report:**

Mark mentioned it was early in the process so not much to report. However, ML has run out of its contracted fuel amount. So currently, ML is paying going rate which was recently \$2.89/gal; PRML is at \$3.49/gal. The report does not include salary from January to date. Nancy L moved to accept the report; Anita seconded; vote was passed unanimously.

Nancy N asked about the auditor's suggested procedure for 2 people to sign off on deposits. Mark said it would be for cash only; checks okay. Discussion on validating amount and agreed upon.

Nancy L asked about Friends' money. If Friends' treasurer is not around, Nancy N receives it and places money in Friends' cash box. Mary does not collect Friends' money.

**HR reviews:**

Suzanne relayed the request to extend the Library Aides' reviews to March 1, 2015 as there were extenuating circumstances and this is the first time for the official reviews. All agreed okay. No vote needed.

**Automation/Technology report:**

Mark highlighted issues which have not gone away. Any materials going out MUST go through Evergreen, which is not being done at the present time at PRML.

7:40 p.m. At This point - Hillary Sundell joined the meeting.

Discussion on patrons being able to access the systems for downloadable books, must have a barcoded 14 digit number. Numbers being sent to State, an issue of timing, and authentication by state. Communications to patrons will be posted via website. Discussion on duplicate listings, Mark mentioned the possibilities as to why the duplicate records were happening; computers not having upgrades, volunteers using it for cataloguing.

Susan asked when next meeting would be, Mark mentioned that the committee was waiting on dates from the Directors. Nancy N. said she had contacted Mary today, and Mary said she would be available in first week in March, that she was available all last month, but had not been contacted for a meeting date. Mary said that she and Nancy are looking at the first week in March, just looking for a convenient time. Nancy L. asked Nancy N. if she would have the books that were listed on the Duplicate records (4 pages worth) ready for Mary at next meeting? Nancy N. affirmed, Mary said she is still reviewing brief records from last fall.

MOTION to accept Automation/Technology report made and seconded. Motion unanimous and carried.

Report to be sent to Secretary for the minutes.

Internet Policy discussion, Nancy Liston read for final reading.

MOTION made to accept Internet Policy as amended. Motion seconded and voted unanimous and carried.

Presentation by Cindy Heath on *Strategic Basement Plan*. Report attached.

Discussion on Strategic Plan & upcoming Survey – Bev Widger fielded most of the questions.

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

- (a) • *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.*

MOTION made to go into Non-public session made and seconded. Motion unanimous and carried.

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....*

8:40 p.m. MOTION – To adjourn and seconded. Motion unanimous and carried.

Attachments; Directors reports - 2 sets

Financial Report

Final on Internet Policy for Plainfield Public Libraries

Interim Strategic Basement Plan – Cindy Heath

**Philip Read Memorial Library Basement Task Force  
Interim Report, February 19, 2015**

**Members:**

Nancy Liston, Trustee, Nancy Norwalk, Library Director, Diane Rogers, Plainfield Library Friends Group, Cindy Heath & Hillary Sundell, Library Volunteers

**Charge:**

- Look at floor plans in terms of staffing requirement options (some Trustees noted that computer users tend to need more staff assistance than the people browsing the fiction section)
- Review existing plans, budget, and previous approvals
- Research trends in rural library facility design and service
- Evaluate 3 alternate scenarios and provide cost estimates and timeline for implementation OR affirm existing plans with no changes

**I. Floor Plans – Children’s Junior & Teen Services Benchmarking Assessment**

Library	Junior Area Location (Grades 3-8)	Supervision	Children’s Librarian (per week)	Comments
Sunapee	Library has only one floor	Visible from front desk	32 hours	Low book cases, all youth services in one area, creative space, brand new in 2015
Claremont			40 hours	
Newport			40 hours	
Meriden	Basement	User driven supervision	No	All youth services on one floor
Windsor				
Canaan				
Enfield				
Grantham	Library has only one floor	Visible from front desk	10 hours	Junior collection is smaller; Ipads/e readers for loan; parent req’d <13 years
PRML	Now: 1 <sup>st</sup> Floor Plan: Basement Future: TBD	User driven Supervision	No	Potential additional staff would be cross trained in all library services with a focus on youth programming

## II. Existing Plans, Budget & Approvals Review

### **EXISTING PLANS**

PRML Building Program, Associated Library Consultants (1997)  
 PRML Planned Use of Basement Report, Nancy Norwalk (2013)  
 Lower Level Plan, Willer & McHale (2001)

### **BUDGET**

Friends of the PRML have \$25,000 for shelving; \$6,000 undesignated  
 \$50,000 needed to complete floor & furnishings  
 Currently need 15 hours/week for full coverage (2 staff on duty)

### **APPROVALS**

Plainfield Library Trustees approval of existing plan in 2001

## III. Trends in Rural Library Facility Design and Service

### A. 2013 NH & VT State Library Data Sets

NOTE: Print materials data was used at random as a criterion for which communities in Plainfield's population range to include in this chart (Colebrook & Tuftonboro). Other towns represent benchmark communities selected by the Task Force.

LIBRARY	TOTAL PAID EMPLOYEES	PRINT MATERIALS	PRINT MATERIALS BUDGET	CIRC.	HOURS OF SERVICE/YR	TOTAL REVENUE	TOTAL PROGRAMS
<b>PRINT MATERIALS BENCHMARK, STATEWIDE</b>							
PRML & MERIDEN (2,364)	1.95	36,133	\$11,976	21,128	2,600	\$118,790	137
Colebrook (2,301)	4.43	34,100	\$13,720	19,520	1,425	\$126,440	123
Tuftonboro (2,387)	2.74	30,630	\$20,414	37,445	1,798	\$173,740	161
<b>UPPER VALLEY BENCHMARK COMMUNITIES</b>							
Sunapee (3,365)	4.25	31,268	\$34,140	53,680	2,340	\$321,000	201
Claremont (13,355)	6.2	60,174	\$49,800	102,827	2,000	\$486,500	77
Newport (6,507)	4.63	40,957	\$16,489	29,130	2,340	\$645,620	401
Windsor (3,553)	2	20,177	\$10,312	17,854	2,236	\$100,340	206
Canaan (3,909)	1.95	26,632	\$20,000	31,855	1,612	\$137,560	68
Enfield (4,582)	3.98	33,742	\$20,010	22,523	1,716	\$157,700	197
Grantham (2,985)	2.45	22,475	\$17,772	53,132	1,754	\$172,720	102

## B. Industry Research

*Guidelines for Rural/Urban Public Library Systems, 2<sup>nd</sup> Edition, Administrators of Rural & Urban Libraries of Ontario, January 2012.*

- Standard Offerings: internet connectivity, website, social media presence, e-learning
- Small Branches (1000-5000 Pop.)
  - Minimum 8,000 in circulation
  - ADA Accessible
  - Size: 2,500 sq ft, 1 sq ft/capita
  - Hours Open: 20-25 hours/week
  - Staff should have training in library practices and library technology
  - Staff: 2.5 FTE for administration, circulation system, patron services
  - Work Stations: minimum of 3 or 1/1,300 Pop.
  - Children's Collection should be 1/3 of total collection

*The State of Public Small and Rural Libraries in the U.S., Institute of Museum & Library Services, Research Brief No. 5, September 2013.*

Data for Rural Libraries:

- Median Service Population: 2,244
- Median Circulation: 15,847
- Median Revenue: \$69,215
- Median Total Staff: 1.5
- Median Programs: 57

*UpClose: Designing 21st-Century Libraries | Library by Design, lj.libraryjournal.com, Peter Gisolfi, LA*

- An informal community cultural center
- Transparency among spaces so patrons can be seen and more easily served
- Reading spaces interspersed within the various collections
- Larger and more varied spaces for children and teens
- Community, meeting, and activity rooms of varied sizes
- Daylight in all areas of the building
- Connections to outdoor space
- Spaces devoted to computer and Internet instruction and online research
- Automated systems, and increased staff efficiency
- Flexibility to accommodate future requirements
- The library as a community model for sustainable practice

**Phase I Recommendations (2015):**

- Work with Friends to complete Special Collections area with funding dedicated for shelving (\$24,174).
- Update cost estimates for flooring.
- Trustees to purchase 2 comfortable reading chairs and 8 research table chairs for Special Collections area in next budget cycle. Efforts to locate donated furnishings ongoing.
- Install humidity measurement device in Special Collections area.
- Conduct youth survey in collaboration with PS and home school population.

**Further Discussion Prior to Final Report**

- Location, staffing, and furnishings for Junior & Teen areas
- Analysis of Youth Survey results



## **Internet Policy for Plainfield Public Libraries**

**Approved 2/19/15**

### **Purpose**

Plainfield Public Libraries provide access to the Internet as part of its mission. We connect to the world of ideas. The libraries and staff have no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms responsibility of parents or guardians to guide their children's use of the Internet.

### **Responsibilities of the Library**

The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The availability of access to information does not constitute endorsement of the content by the Plainfield Public Libraries.

Plainfield Public Libraries disclaim any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof.

The use of filtering software to block access to constitutionally protected speech violates the American Library Association Bill of Rights and the Supreme Court decisions that hold up the Bill of Rights.

### **Responsibilities of Patrons**

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.

Access, use, or dissemination via the Internet in the library is the responsibility of the patrons. It is illegal to use the library's computers to access, view, print, distribute, display, send, or receive images or graphics of material that violates state or Federal laws including those relating to child pornography and content that is obscene or harmful to minors.

### **Confidentiality**

The Internet is not a secure, private environment. Patrons handling financial transactions or other activities that require confidentiality do so at their own risk. In general, electronic communication is not absolutely secure and is subject to outside intervention. It is also subject to monitoring by network administrators in the usual performance of their duties.

It is the library's practice not to maintain a history of our patrons computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a patron has entered. Written instructions are available on how to erase your personal search history.

**Wireless**

The library provides free, unsecured, wireless Internet access for public use. The library does not provide technical support for privately owned personal wireless devices; however, library staff may provide guidance for the use of such devices when directly involved with library-owned materials. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public Internet access provided by the library.

**References**

This policy has been developed in concert with the American Library Association documents including "Guidelines and Consequences for Developing a Public Library Internet Use Policy and "Access to Digital Information, Services and Networks."

Date \_\_\_\_\_

Suzanne Spencer, Chair \_\_\_\_\_

Anita Brown, Vice Chair \_\_\_\_\_

Marg Pensgen, Treasurer \_\_\_\_\_

Nancy Liston \_\_\_\_\_

Hillary Sundell, Secretary \_\_\_\_\_

2/19/2015

Meriden Library  
Director's Report  
January 2015

Closed Monday, January 19 for Martin Luther King Day and Tuesday, January 27 due to weather.

**Programs**

Story Time 1/8, 1/15, 1/22, 1/29

Genealogy 1/12

Book Group 1/20

Game Time 1/12, 1/26

**Special Programs**

The Friends of the Meriden Library held the 3<sup>rd</sup> Annual "Warm Your Winter with Hot Soup and Good Books" on Monday, January 12. The program was held at the Plainfield Elementary School. 25 adults attended. This program also serves as the Friends annual business meeting.

**Activities**

I spent 3 hours on System Administrator duties; one hour running reports, one hours working on records and one hour meeting with Nancy Liston and Mark Pensgen.

I attended a workshop offered by Bobbi Slossar, NH State Technology Resource Librarian, in New London on January 9. Bobbi brought the Maker Play Lab, a group of tech toys that the State Library has purchased, for demonstration. Librarians who attended will be able to borrow the toys for use at their libraries. In March, the Meriden Library will have a set of electronic snap circuits for three weeks.

On Monday, January 26, I attended the Librarians of the Upper Valley meeting at the Fairlee Public Library. The discussion was on the collaborative summer reading program.

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

	Jan - Dec 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation - FICA	0.00	2,280.00	-2,280.00
Appropriation - Operations	3,500.00	18,029.04	-14,529.04
Appropriation - Salary	0.00	30,242.04	-30,242.04
<b>Total Town Appropriation</b>	3,500.00	50,551.08	-47,051.08
<b>Trust Fund Income</b>	375.00	700.00	-325.00
<b>Interest Income</b>			
Interest - Savings	0.00	10.00	-10.00
<b>Total Interest Income</b>	0.00	10.00	-10.00
<b>Misc Income</b>	0.00	300.00	-300.00
<b>Total Income</b>	3,875.00	51,561.08	-47,686.08
<b>Expense</b>			
<b>Salaries</b>	0.00	30,254.04	-30,254.04
<b>FICA</b>	0.00	30,242.04	-30,242.04
<b>Library Materials</b>			
Audio/Visual	0.00	1,600.00	-1,600.00
Books & Magazines	573.35	5,400.00	-4,826.65
<b>Total Library Materials</b>	573.35	7,000.00	-6,426.65
<b>Telephone</b>	46.12	540.00	-493.88
<b>Electricity</b>	133.46	1,700.00	-1,566.54
<b>Fuel Oil</b>	684.04	2,309.00	-1,624.96
<b>Water/Sewer</b>	100.00	500.00	-400.00
<b>Supplies</b>	50.76	800.00	-749.24
<b>Postage</b>	0.00	250.00	-250.00
<b>Professional Activities</b>	0.00	300.00	-300.00
<b>Programs</b>	68.55	400.00	-331.45
<b>Furniture/Equipment</b>	0.00	100.00	-100.00
<b>Maintenance</b>	100.00	1,800.00	-1,700.00
<b>Automation/Cataloging</b>	0.00	800.00	-800.00
<b>Computer/Software</b>	120.00	2,440.00	-2,320.00
<b>Misc Expense</b>	0.00	100.00	-100.00
<b>Total Expense</b>	1,876.28	79,535.08	-77,658.80
<b>Net Ordinary Income</b>	1,998.72	-27,974.00	29,972.72
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Encumbered Funds-Prior Yr	2,510.00		
Building Funds	0.00	23,450.00	-23,450.00
<b>Total Other Income</b>	2,510.00	23,450.00	-20,940.00
<b>Other Expense</b>			
Encumbered Funds	362.37	4,149.00	-3,786.63
Building Funds Expense	0.00	23,450.00	-23,450.00
<b>Total Other Expense</b>	362.37	27,599.00	-27,236.63
<b>Net Other Income</b>	2,147.63	-4,149.00	6,296.63
<b>Net Income</b>	<b>4,146.35</b>	<b>-32,123.00</b>	<b>36,269.35</b>

	<b>Visits</b>							
	January	February	March	April	May	June	July	August
Patron Visits								
Adults	366							
Young Adults	6							
Children	110							
<b>Total</b>	<b>482</b>							

	<b>Circulation</b>							
	January	February	March	April	May	June	July	August
<b>Adults</b>	311							
<b>Children &amp; YA</b>	393							
Magazine	27							
ILL incoming	48							
NH Downloadable	78							
<b>Total Circulation</b>	<b>857</b>							
Items Added								
Items Removed	0							
Volunteer Hours								

	<b>Programs</b>							
	January	February	March	April	May	June	July	August
Childrens Programs	4							
Children Attendance	25							
Adult Programs	5							
Total Attendance	42							
Reference Questions								
Computer Use	18							

Sept	Oct	Nov	December	Total

Sept	October	November	December	Total

Sept	October	November	December	Total

**PHILIP READ MEMORIAL LIBRARY**  
**DIRECTOR'S REPORT**  
**February 2015**  
**Activities for January 2015**

1. Automation: Volunteers have been on hold since the middle of November. Nancy and Hillary have both been on vacations and haven't had time to finish their part of the project. Once this is done, volunteers should be able to finish the automation in two or three weeks. The volunteers are anxious to get back to work. They have enjoyed this project.

If it is all right with Hillary and the trustees, it would be very helpful for Hillary to continue with the project even though she will no longer be a trustee.

2. Maintenance: There is a problem with the thermostat in the meeting room. It doesn't hold its setting. Estes & Gallup have sent a technician down and he is investigating the problem.

Walter Flack is certainly getting a workout with the snow this year.

3. Meeting Room Use: Six groups used the meeting room for meetings or programs. One small group, who held a family baby shower here, gave us a donation of \$50.

4. Fine Account: The plan for use of this fund is to let it build up so we could use it for large, special, expensive items. This way the cost doesn't spike our budget when needed. Our junior foreign country books are very outdated and should be replaced. I plan to use this fund this year to do just that. The price would be several hundred dollars or more.

5. WiFi: The WiFi in the meeting room is still giving patrons problems. Sometimes they can access it and sometimes not.

6. Miscellaneous: One bad snow storm and one holiday. This winter's weather is certainly slowing things down.

Nancy Norwalk, Director

Thank you for helping the Plainfield Library Board of Trustees find out about what young people want in their public libraries. This information will help us to create the best library spaces possible for Plainfield youth. The survey is anonymous, meaning no one will know who answered the questions when we compile the information. Please answer honestly and thoughtfully – there are no right or wrong answers. We will put all of the responses together to help us decide how to design library services for children in Plainfield. Thanks again!

Question 1. What grade are you in?

3<sup>rd</sup>

4<sup>th</sup>

5<sup>th</sup>

6<sup>th</sup>

7<sup>th</sup>

8<sup>th</sup>

Question 2. Do you currently use the Plainfield Public Libraries?

Yes, I use the Philip Read Memorial Library in Plainfield

Yes, I use the Meriden Public Library in Meriden

Yes, I use both libraries

No, I do not use the libraries

Question 3. If you do use the libraries, how do you usually get to there?

I usually walk to the library

I usually ride my bike to the library

Someone drives me to the library

I do not use the library



Question 4. If you do use the libraries, which of the following reasons best describes the reason? Choose the TOP THREE and rank them 1 for the most important reason, 2 for the second most important reason, and 3 for the third most important reason.

- I like to hang out with my friends and read or do homework
- I go with my parents or other family members to use the library
- The library is fun, and I always learn something new when I go there

Question 5. If you don't come to the libraries, we are trying to understand why not. Please check the reasons you do not use the Plainfield Public Libraries, and rank them. Number 1 is the top reason you don't come to the libraries, and number 6 is the least important reason you don't come to the libraries.

- I have no way to get to the library
- I am too busy (homework, family chores, babysitting, recreation activities)
- I have no interest in going to the library
- My friends don't go, so I don't go
- I use the Library online catalog
- I use the internet at home for homework/research

Question 6. We are trying to understand what activities would make you want to use the library. Please check the TOP THREE activities that would be of interest to you if they were offered:

- a.  Lego Area
- b.  Comfortable Seating
- c.  Media Center (for making videos, movies, etc)
- d.  Computer With Internet
- e.  Study Area
- f.  Creative Space (for designing and making projects)

Question 7. What activities would you like to see at the library that do not exist now?

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Thank you for helping us with this survey! We will share the results with you after they are collected.

The Plainfield Library Board of Trustees and Mrs. xxx 8<sup>th</sup> grade class

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

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation - FICA	0.00	2,641.00	-2,641.00
Appropriation - Operations	7,000.00	30,913.00	-23,913.00
Appropriation - Salary	0.00	35,520.00	-35,520.00
<b>Total Town Appropriation</b>	<u>7,000.00</u>	<u>69,074.00</u>	<u>-62,074.00</u>
<b>Trust Fund Income</b>	1,050.00	2,000.00	-950.00
<b>Gifts</b>	50.00		
<b>Misc Income</b>	0.00	300.00	-300.00
<b>Total Income</b>	<u>8,100.00</u>	<u>71,374.00</u>	<u>-63,274.00</u>
<b>Expense</b>			
<b>Salaries</b>	0.00	35,520.00	-35,520.00
<b>FICA</b>	0.00	2,641.44	-2,641.44
<b>Library Materials</b>			
Audio/Visual	91.60	1,200.00	-1,108.40
Books & Magazines	853.62	8,000.00	-7,146.38
<b>Total Library Materials</b>	<u>945.22</u>	<u>9,200.00</u>	<u>-8,254.78</u>
<b>Telephone</b>	110.00	1,200.00	-1,090.00
<b>Electricity</b>	292.19	3,000.00	-2,707.81
<b>Fuel Oil</b>	2,813.99	7,523.00	-4,709.01
<b>Water/Sewer</b>	47.20	300.00	-252.80
<b>Supplies</b>	0.00	1,500.00	-1,500.00
<b>Postage</b>	0.00	250.00	-250.00
<b>Professional Activities</b>	0.00	300.00	-300.00
<b>Programs</b>	0.00	600.00	-600.00
<b>Furniture/Equipment</b>	0.00	950.00	-950.00
<b>Elevator</b>	0.00	1,700.00	-1,700.00
<b>Maintenance</b>	788.14	3,350.00	-2,561.86
<b>Automation/Cataloging</b>	0.00	800.00	-800.00
<b>Computer/Software</b>	276.25	2,440.00	-2,163.75
<b>Misc Expense</b>	0.00	100.00	-100.00
<b>Total Expense</b>	<u>5,272.99</u>	<u>71,374.44</u>	<u>-66,101.45</u>
<b>Net Ordinary Income</b>	2,827.01	-0.44	2,827.45
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Encumbered Funds-Prior Yr	1,639.00		
Building Funds	0.00	60,000.00	-60,000.00
<b>Total Other Income</b>	<u>1,639.00</u>	<u>60,000.00</u>	<u>-58,361.00</u>
<b>Other Expense</b>			
Encumbered Funds	893.78	2,471.36	-1,577.58
Building Funds Expense	0.00	60,000.00	-60,000.00
<b>Total Other Expense</b>	<u>893.78</u>	<u>62,471.36</u>	<u>-61,577.58</u>
<b>Net Other Income</b>	745.22	-2,471.36	3,216.58
<b>Net Income</b>	<u><u>3,572.23</u></u>	<u><u>-2,471.80</u></u>	<u><u>6,044.03</u></u>

**Plainfield Public Libraries**

**Board of Trustees**

**January 12, 2015; 7:00 pm – Philip Read Memorial Library**

**Both Libraries Featured**

**Approved February 19, 2015**

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

Special Guests; Barry Shuster, Esq. & , Paul Roberts - Chief of Police

Members of the Public: Rod Wendt, Dennis Girouard, Mindy Taber, Sarah Gillens, Bev Widger, Bonnie Swift, Clint Swift, Ruth Stalker, Rangi Keen, Maria Guzman, Diane Rogers, Terri Crane

Call to Order: 7:16pm

Chair announced; A small change in agenda, switch approval of minutes with Public Comment. Agreed.

**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.*

Announcement from Chair on limits on public comments; 2 minutes per speaker.

**A. Public Comments**

Discussion on how public comments should happen during the BOT meeting; Maria Guzman, Clint Swift, Dennis Girouard, Mindy Tabor all had questions & comments pertaining as to how the public comments should/ would be handled. Several possibilities ensued; Public Comments at end of Meeting, Comments at beginning, or after each agenda item a few minutes for feedback.

Barry Shuster, Town Attorney responded to Ms. Guzman's concerns.

At this point a great deal of discussion was had on amount of time each person has to put forth concerns, as to when they can comment, and how many times.

Concerns on which correspondence becomes attached to minutes.

Note: Add Maria Guzman's E-mail as an attachment.

Discussion on e-mail communications – Bev Widger asked about handling of said communications.

Hillary answered that the e-mail books at each library were out of date and she would update as soon as possible.

B. Approval of Minutes

- a. **MOTION** made to accept minutes of December 8, 2015 and seconded. Motion unanimous and carried.

C. Correspondence

- a. Maria's e-mail as mentioned prior

D. Donations

- a. 2 donations to Meriden; One in Memorial in honor of Fred Cushing, who started the building fund for Meriden Library.
- b. The second donation Of \$50 by a patron.

Nancy Liston discussed the policy of donations of used books. She said most other small libraries go through their Friends Groups for such donations.

E. Reports

a. Directors

i. PRML –

1. Automation, discussion on book on hold, issues on transport back & forth to each library, Book at issue was “Boys in the Boat” part of a book club. Apparently the book in question was in the transport bag.  
Also issues with books not actually being “checked out”.  
BOOKS need to be checked out correctly.  
Books in transit can be an issue.  
More discussion on staff coverage.  
Nancy L. congratulated PRML on 25% VHS  
Discussion on staff coverage for Ruth's vacation.

ii. Meriden –

1. Nothing to add.

**MOTION** made to accept both Director Reports made and seconded. Motion unanimous and carried.

b. Financial –

- i. Discussion on encumbrance's - Town Auditors are here, no worries other than separating of duties, Mark discussed how we can achieve this.

Discussion on doing away with book fines? Conscious box?

Mark to finalize with Auditors this week.

Mary brought up discussion on fines vs conscious box.

**MOTION** made to accept Treasurers Report made and seconded. Motion unanimous and carried.

c. Other Working Groups

i. Internet Policy

1. Second read of Internet Policy – changes made

Discussion on automatic erasure of patron history on computers. Mark to devise instructions on how to erase history for lay users.

Discussion on chrome books, liability and security issues. This was decided that not part of this discussion.

ii. Staff Reviews

1. End of February as deadline for staff reviews. January 30<sup>th</sup> for Trustees review of Directors.

Nancy L. brought up policy on paid time for non-library hours. Should Directors ask for permission when attending non-BOT meetings. Mary responded with LUV meetings. Mark suggested that historically the BOT has assumed that meetings of importance would be signed off on.

iii. Automation

1. Time to meet on Wednesday, January 14<sup>th</sup> at 1:15pm

F. Specific Items

a. Ramp

Waiting on information? Discussion on answer back to Selectboard. Pro's and cons discussed on the notion of going forward with ramp pending more information from Selectboard as to a "community center". Mary voiced concerns on approval from board on a ramp. BOT work on wording for answer to Selectboard.

Mary asked the Board to consider a one floor plan. Not necessarily part of Rod Wendt's ADA plan.

After discussion the Board decided on this verbiage;

"The BOT supports the building of a ramp using Town of Plainfield ADA funds. We support this plan with the caveat that there is another town /KUA discussion which might possibly provide a more comprehensive approach to the Meriden Library ADA issues."

Nancy L. moves that we use this statement to return to the Selectboard and is seconded by Mark.

**MOTION** unanimous and carried.

G. Anticipated Funds for 2015 – both libraries (see attachment)

- a. Mark stated that he has discussed with both Directors as to their expected expenditures for the upcoming year. Including possible gifts from the Friends groups.

Discussion on Unanticipated Funds versus Anticipated Funds, clarification of terms. Discussion on adding to the budget, more clarification on private funds versus "public " monies.

This would be added to the bottom line of the budget that the board has already passed, and submitted to the Town. We are not asking the Town for any more public funds.

Nancy N. had questions on statement as to how funds are spent, if there are designations/requirements on the gifts, acknowledgement that of course those would be respected. There would still have to be an open public meeting if the gift is over \$5,000. even if anticipated.

**MOTION** made and seconded to accept the Anticipated funds additions to the budget. Motion unanimous and carried.

H. PRML Air Conditioning

- a. Mark's understanding is that the A/C for PRML would be a warrant article. Nancy N. reviewed existing information, and is waiting on updates from the 2 remaining contractors. ARC & Hayward. ARC is approximately \$40,000. And Hayward is approximately \$ 16,000. Mark questioned the 2 differences in applications, also mentioning the extra costs of electricity for the year. Mark also brought up the success of Bill Knight's at the School with energy control. Can we contact Bill Knight? Nancy N. will talk to Bill knight.

I. PRML Basement plan

- a. Suzanne spoke with Barry Shuster (present) This board inherited the plans from previous boards, we can change by vote. We did receive a proposal from Cindy Heath to head up a committee (see attached). The plan is 10 years old, but would like to see additional options. Nancy I. mentioned that she visited several libraries today and noted their plans and layouts. She noted that they did not agree on having the juniors on the basement level. Suzanne brought up the staffing levels, not being budgeted for.

Hillary read Cindy Heath's proposal out loud.

Nancy L. asked Nancy N. about any change of thought on Basement Plan. Discussion on changing different collections, ie. Non-fiction and Historical being downstairs. Computer area being downstairs. Nancy N. still feels it is a good plan still. Anita suggested that we go ahead with a committee involving Cindy Heath. Suzanne recommends that Cindy give us 3 options. Nancy L. questioned the makeup of the committee. Discussion on a "Space Planner". What is make up of committee?

**MOTION** made to create a task force to review the PRML Basement Plans, Nancy Liston to be Trustee Member, Hillary Sundell to be Volunteer. Seconded . Motion unanimous and carried.

J. PRML Architect Damages

- a. Suzanne stated that the board did discuss the issue of the Architect damages with Town Counsel, Barry Shuster earlier in non-meeting. The outcome is that his office will write a letter, Suzanne has provided Barry with a history of documents. Anita mentioned that a letter has been sent and a response received from the architects. Discussion on statute of limitations versus the statute of repose. Barry needs a time line, Nancy stated that the basement is still not done. Proposal to turn over to Town Attorney Barry Shuster.
- b. **MOTION** made by Nancy L. (?) To have Barry Shuster, esq. go forward with this issue, seconded by Mark P. Motion unanimous and carried.
- c. Mention made that Dennis G. would have a lot of expertise on this subject. Dennis reaffirmed that he would be of assistance.

K. Mark brought up a point about the expenditure of funds coming from the Friends Group. Discussion on funds and unanticipated versus anticipated funds.

Barry reaffirmed the process of accepting funds and how to spend the funds.

L. Strategic Plan

- a. Anita explains her plan, discussion on survey. View is to have a small group. Anita plans to have on both websites an informational idea & request.

Finalize on next meeting ~ February 19<sup>th</sup> in Meriden at 7pm

Announcement – Suzanne mentioned that Hillary will not seek re-election. Nancy Liston has not decided yet – mention made that deadline is January 30 by 5:00pm.

**MOTION** made to adjourn, seconded after more public comments.

Public Comments: Clint Swift – “The Friends have all the money and the trustees have all the power”

Discussion on Public Meetings, and how it is posted.

Discussion started by Dennis as to changing public comments to after each piece of agenda, reports etc. keep it limited.

**Motion** seconded and unanimous

Time – 9:42pm

Next Meeting - February 19, 2015 at 7:00 p.m. at Meriden

Attachments:

Director’s reports

Treasurer’s reports

E-mail from Maria Guzman



**PHILIP READ MEMORIAL LIBRARY**

1088 Rt. 12A  
Plainfield, NH 03781  
603-675-6866

December 17, 2014

Mark Pensgen and the Plainfield Library Trustees:

I am requesting on behalf of the Friends of the Philip Read Memorial Library for the return of the check written to the Philip Read Memorial Library dated 11/13/2014 and numbered 1628 from the Friends checking account in the amount of \$12,732.75.. It was to cover the deposit for the bookcases for the future "Junior" level room at the Philip Read Memorial Library. Since the Trustee Board took the action of not accepting this donation at your December 8, 2014 meeting, we would like to be assured that the amount will be returned to our designated building fund. Thank you for your prompt attention to this matter.

Sincerely,

*Diane W. Rogers*

Diane W. Rogers

Treasurer of Friends of the Philip Read Memorial Library



## **Internet Policy for Plainfield Public Libraries**

**Draft 1/12/15**

### **Purpose**

Plainfield Public Libraries provide access to the Internet as part of its mission. We connect to the world of ideas. The libraries and staff have no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms responsibility of parents or guardians to guide their children's use of the Internet.

### **Responsibilities of the Library**

The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The availability of access to information does not constitute endorsement of the content by the Plainfield Public Libraries.

Plainfield Public Libraries disclaim any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof.

The use of filtering software to block access to constitutionally protected speech violates the American Library Association Bill of Rights and the Supreme Court decisions that hold up the Bill of Rights.

### **Responsibilities of Customers**

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Customers are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.

Access, use, or dissemination via the Internet in the library is the responsibility of the customer. It is illegal to use the library's computers to access, view, print, distribute, display, send, or receive images or graphic of material that violates state or Federal laws including those relating to child pornography and content that is obscene or harmful to minors.

### **Confidentiality**

The Internet is not a secure, private environment. Customers handling financial transactions or other activities that require confidentiality do so at their own risk. In general, electronic communication is not absolutely secure and is subject to outside intervention. It is also subject to monitoring by network administrators in the usual performance of their duties.

It is the library's practice not to maintain a history of our customers computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a customer has entered. Written instructions are available on how to erase your personal search history.

**Wireless**

The library provides free, unsecured, wireless Internet access for public use. The library does not provide technical support for privately owned personal wireless devices; however, library staff may provide guidance for the use of such devices when directly involved with library-owned materials. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public Internet access provided by the library.

**References**

This policy has been developed in concert with the American Library Association documents including "Guidelines and consequences for developing a public library Internet Use Policy and "Access to digital information, services and Networks.

Date \_\_\_\_\_

Suzanne Spencer, Chair \_\_\_\_\_

Anita Brown, Vice Chair \_\_\_\_\_

Marg Pensgen, Treasurer \_\_\_\_\_

Nancy Liston \_\_\_\_\_

Hillary Sundell, Secretary \_\_\_\_\_



Hillary Sundell &lt;hth.sundell@gmail.com&gt;

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**document request & reply to questions**

3 messages

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**Maria Guzman** <meguzman75@hotmail.com>  
To: Library Trustees <library.trustees@plainfieldnh.org>

Mon, Dec 22, 2014 at 9:02 PM

Your latest draft states: "

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

The attachment was not posted at the link: [http://plainfieldnh.org/Documents/Minutes/libminDraft\\_2014-12-8.pdf](http://plainfieldnh.org/Documents/Minutes/libminDraft_2014-12-8.pdf)  
Please send me a copy of this document.

Also, where there any public comments or questions at the last meeting. If so, why were these not listed in the minutes? Do any public discussion other than the last police call incident get attention? Were public questions answered by the trustees at this last meeting?

I appreciate your prompt attention to this matter.

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**Hillary Sundell** <hth.sundell@gmail.com>  
To: Maria Guzman <meguzman75@hotmail.com>

Tue, Dec 23, 2014 at 8:23 AM

So nice to see you at the Post Office yesterday! I thought that I had included this document, but have sent it to Mike Sutherland to up load pronto!

[Quoted text hidden]

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 **minute instructions.pdf**  
216K

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**Maria Guzman** <meguzman75@hotmail.com>

Tue, Dec 23, 2014 at 2:11 PM

To: "hth.sundell@gmail.com" &lt;hth.sundell@gmail.com&gt;, Michelle Marsh &lt;mmarsh@plainfieldnh.org&gt;

I thank you for forwarding the document. However, the second part of the question as requested on my 12/23/14 e-mail:

**--where there any public comments or questions at the last meeting. If so, why were these not listed in the minutes? Do any public discussion other than the last police call incident get attention? Were public questions answered by the trustees at this last meeting?** -- did not receive a reply.

I always am happy to see you volunteer at the library despite your already overwhelmed schedule. You share your time and warm smile to the library patrons. The Philip Read is a welcoming place because of you and the people who use its services. You've shown your commitment to make our library the best that it can be. I greatly appreciate your efforts on

the board despite the negative events taking place during the past several years. Meetings should be cordial and non-threatening. Calling the police on me only shows a board run amok. Our library board of trustees have somehow lost their way through the inevitable "group think, the practice of thinking or making decisions as a group in a way that discourages creativity or individual responsibility - the practice of approaching problems or issues as matters that are best dealt with by consensus of a group rather than by individuals acting independently; conformity. " They have lost sight of how the public should be treated or are fearful of speaking up. On October 15th, the public was allowed to speak. On October 20th, the public was discouraged to say their peace with the enforcement of new roadblocks. As part of our small community, we have a responsibility to respect the public's civil rights and freedom of speech.

My favorite word is synergy, from the Greek *sunergos* 'working together,' from *sun-* 'together' + *ergon* 'work.'. The definition is "the interaction or cooperation of two or more organizations, substances, or other agents to produce a combined effect greater than the sum of their separate effects. This should be the motto and the question for the library board of trustees to ask when making any resolution: "Synergy creates of a whole that is greater than the simple sum of its parts. How does the plan/suggestion/decision make this possible?" And why should they reflection as such? Because ... "A designed beauty of synergy is that it serves only to add, never subtract." —Barb Rententbach (2009)

I truly want positive change taking place once Suzanne Spencer removes herself from her position. She has created an intolerable situation. She should apologize to the public, the police department, to the board and the selectmen for her behavior. Her position does not give her the right to go over board. She knew full well when she lost control of her senses then and on another occasion. She ran away and did not want to talk to the police when her son pulled the fire alarm. That was not OK, it is like leaving the scene of a road accident. But she is fine with calling the police when someone tries to help her not break the law. She cannot change minutes to accommodate her point of view instead of what actually took place. The rest of the board members should have spoken up to stop her and no one did. In this particular instance, everyone failed to follow their conscience and duties to the town. Let's not have this happen ever again to any one else.

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Date: Tue, 23 Dec 2014 08:23:04 -0500

Subject: Re: document request & reply to questions

From: [hth.sundell@gmail.com](mailto:hth.sundell@gmail.com)

To: [meguzman75@hotmail.com](mailto:meguzman75@hotmail.com)

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**minute instructions.pdf**

216K

	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

Meriden Library  
Director's Report  
December 2014

Closed Thursday, December 25.  
Weather Related Early Closing, 12/9.

**Programs**

Story Time 12/4, 12/11, 12/18

Genealogy 12/8

Book Group 12/16

**Special Programs**

On Tuesday, December 16, we held an after school "tinkering" program for school aged children. Our theme in December was light, and children left with a circuit board light switch that they made during the program. 12 children and 4 adults attended. I am very grateful to Brad Thompson for all of his efforts in helping with the after school programs on a monthly basis.

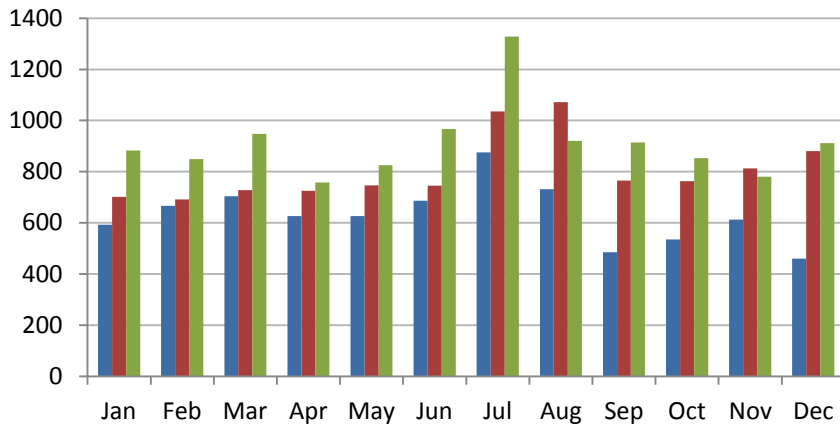
On Thursday, December 18 we held a holiday gift making workshop. 13 children and 9 adults took part in the program.

**Activities**

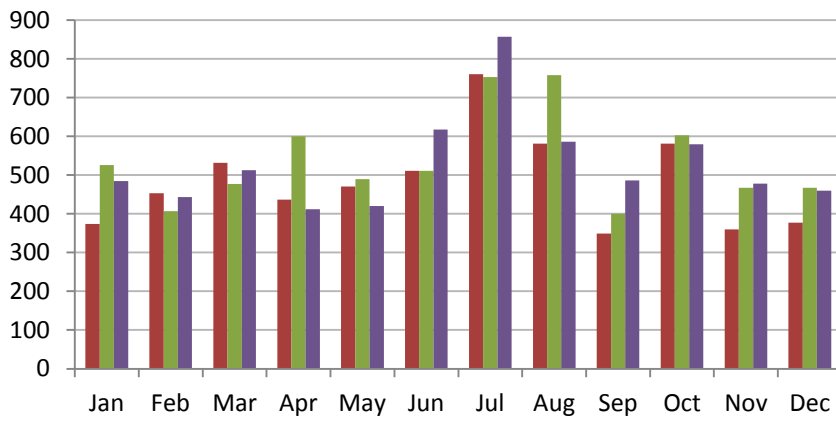
I spent 7 hours on System Administrator duties.

I took advantage of an opportunity offered through the NH State Library to enroll in an on-line training course through Lynda.com. Lynda.com offers on-line courses and tutorials, and the State Library had five licenses available to librarians. In December, they were piloting the program with one-week licenses available. Knowing that we are transitioning to Google for our shared documents, I chose a course on Google Drive. I found it very helpful and will definitely sign-up to take more courses. In the future, licenses will be available for two week periods.

## MER Circulation 2012-14



## MER Visits 2012-14



MER STATISTICS 2014

		Visits												Total
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December		
<b>Total</b>	485	443	513	412	420	618	857	586	486	580	478	460	6338	

		Circulation												Total
	January	February	March	April	May	June	July	August	Sept	October	November	December		
<b>Total</b>	883	849	948	758	826	967	1328	921	914	853	781	912	10940	
Items Added	57	19	51	12	28	54	27	27	57	77	38	74	521	
Items Removed	25	0	94	84	37	0	0	0	31	70	11	20	372	
Volunteer Hours	10	11	25	19.5	27	31	11	9	4	6	6	4	163.5	

		Programs												Total
	January	February	March	April	May	June	July	August	Sept	October	November	December		
Childrens Programs	4	4	3	3	5	4	8	6	4	7	3	5	56	
Children Attendance	35	38	22	17	24	98	138	87	31	77	48	40	655	
Total Attendance	92	58	59	26	37	105	225	152	36	127	85	62	1064	
Reference Questions														
Computer Use			33	30	26	16	27	19	21	20	17	21	230	