

## Plainfield Library Board of Trustees

Wednesday August 9, 2017  
3p.m., PRML

Present: Suzanne Spencer, Emily Sands, Jean Strong, Nancy Liston, Mary King, director  
Absent: Richard Davidson

### Draft Minutes

Approval of agenda – Suzanne made a motion to accept the agenda amending it to remove the friends update. Nancy Liston seconded. All in favor. The board agreed in it's vote that going forwards, we will not change the agenda once passed.

Non-public session announcement (RSA 91-A:3) – (a)The dismissal, promotion, or

compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1)has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

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

Public comment – No public comment

Administration

Correspondence – The board received Cindy Heath's Right to Know request for agenda and responded. Emily completed her response to Evan Oxenham's request for fuel bills for energy committee.

The board received four emails from Bonnie Swift about the 7/31 meeting posting. The meeting was cancelled and rescheduled.

Approval of Minutes

6/19/2017 – Nancy Liston moved to approve the minutes for the 6/19/2017 meeting. Jean Strong seconded. Jean, Suzanne, and Nancy Liston voted in favor. Emily Sands abstained because she did not attend that meeting.

7/17/2017 – Nancy Liston moved to approve the minutes for the 7/17/2017 meeting. Jean Strong seconded. Jean, Suzanne, and Nancy Liston voted in favor. Emily Sands abstained because she did not attend that meeting.

Donations – no donations.

Reports

Directors Reports

Nancy Liston made a motion to authorize Emily Sands with information provided by Mary King to decide whether or not to enter into a contract for fuel oil for the 2017-18 season. Jean seconded. All voted in favor.

Nancy Liston made a motion to accept a donation from the from the PRML friends for \$2500 for additional needs for the PRML basement. Jean Seconded. All voted in favor.

Nancy Liston moved to approve the quote from Key Communication and authorize Mary King to move forward on the project. Emily Sands seconded. All voted in favor.

Finance Reports – Emily is waiting on a check to clear the CSB account; otherwise everything has been moved to Mascoma Savings Bank. She will meet with MSB to look at higher interest-bearing accounts. Suzanne thanked Emily for all the work she did to shifting the accounts.

Working groups -

Policy –Behavior in the Library Policy – Suzanne made a motion that the board adopt the amended Behavior in the Library policy. Nancy Liston seconded. All voted in favor.

Meeting room Suzanne made a motion to wave the reading of the amended meeting room policy. Emily Sands second. All in favor.

Suzanne made a motion that the board adopt the amended Meeting room policy including the edits discussed. Emily Sands seconded. All voted in favor.

Bylaws – The board discussed draft changes to the bylaws. The board cannot adopt the changes until 30 days after the draft is distributed to the board, which occurred on 8/7/2017. The draft was reviewed by the town attorney's office after work by the policy committee, chair, and director during the 7/17/2017 meeting. The draft can be modified without restarting the 30-day waiting period.

HR – personnel manual Suzanne made a motion to waive the reading of the amended HR Policy Manual. The amended personnel policy manual was reviewed by the town attorney's office. It was drafted during several publicly warned meetings.

Suzanne made a motion that the board adopt the amended personnel policy manual with edits. Nancy Liston seconded. All voted in favor.

Finance

Facilities – ML and PRML facilities reps will do building inspections with Brad Atwater and Mary King.

7:50 – 8:10 Special Projects/Issues

Building committee update

Suzanne made a motion to appoint the following Plainfield Residents to the building committee: Judy Hallam, Bill Knight, Sean Rogers, Jeff Albright, Suzanne Spencer, Nancy Liston, Shannon Decker, Chris Dye, Joe Crate, Leele Bonnie.

Nancy Liston seconded. All voted in favor.

Meriden Library Survey - Suzanne made a motion that the library board of trustees request that the select board approve a survey to be done for the Meriden Library property which is needed for plans to replace or add on to the building. Emily Sands seconded. All voted in favor.

Public Comment – Nancy Norwalk said that nonprofits can use the 12A town hall for no charge.

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

4:14 Adjournment

Attachments:

Director Report [1]

Finance Reports [2]

## Plainfield Library Board of Trustees

Tuesday June 6, 2017  
2 p.m., Meriden Library

Present: Nancy Liston, Emily Sands, Jean Strong, Suzanne Spencer, Mary King, director

2:00 – 2:05 Approval of agenda – Suzanne made a motion to approve the amended agenda. Emily seconded. All voted in favor.

Non-public session announcement (RSA 91-A:3) – (a)The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1)has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b)The hiring of any person as a public employee

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

Public comment - No public comment

Emily discussed the question of whether the library needs two checking accounts and two fine accounts. Possible consolidation. We would still track expenses. She said this is not a recommendation to consolidate per se. We could consolidate one and not the other. Mary said that gifts and fines could be tracked in Evergreen.

Nancy Liston said that at the PRML Friends meeting May 6, she offered to meet with Cindy and Amy Lappin to discuss MOU and gave three possible dates. She said that the offer was not reflected in the PRML Friends minutes.

Suzanne made a motion to form a building committee with two trustees and no more than nine members including 2 trustees to make a recommendation for making the Meriden Library ADA compliant. Emily seconded. All voted in favor.

Trustee members would include Nancy Liston, Suzanne Spencer. Director Mary King and town facilities manager Brad Atwater could be advisory. The board discussed a list of names suggested by Steve Halleran; the board agreed that Suzanne could contact them to see if they would be interested in serving. The list represented several parts of town.

2:33 Emily Sands made a motion to adjourn. Nancy Liston seconded. All voted in favor.

**Plainfield Library Board of Trustees**

**HR Working Group**

Tuesday June 6, 2017  
2:30 p.m., Meriden Library

The meeting started at 2:35 pm

Trustee Suzanne Spencer met with Director Mary King to go over changes to the personnel manual.

Adjournment at 3 pm.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
March 27, 2017; Meriden Town Hall  
2 PM

Present: Emily Sands, Jean Strong, Nancy Liston, Dick Davidson, Suzanne Spencer

Suzanne made a motion to approve the agenda. Nancy Liston seconded. All voted in favor.

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.

No public comment

Suzanne made motion to appoint the following officers:

Emily Sands – Treasurer

Suzanne Spencer – Chair

Jean Strong – Vice Chair

Dick Davidson – Secretary

Nancy Liston seconded. All in favor.

Suzanne made a motion made a motion to appoint the following working groups:

Technology – Nancy, Emily

Facilities – Suzanne Spencer, Dick Davidson

Personnel – Suzanne Spencer, Nancy Liston

Finance – Emily Sands, Jean Strong

Policies – Nancy Liston, Jean Strong

Friends Liaison – Nancy Liston - PRML, Emily Sands - Meriden

Jean seconded. All voted in favor.

Emily noted that the meeting on 3/13 was not properly warned. All items voted on during the 3/13 meeting will be voted on during the 4/10 meeting and will not be effective until then.

Emily made a motion to authorize Jean Strong be authorized to sign checks for the Plainfield Public Libraries. Suzanne seconded. All voted in favor.

Suzanne Made a motion to adjourn. Dick seconded. All voted in favor.

Adjournment at 2:37



BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
March 13, 2017, PRML  
7:00 PM

Present: Emily Sands, Mark Pensgen, Jean Strong, Suzanne Spencer (by phone), Mary King,  
director

Absent: Nancy Liston

- 7:02 pm Roll call  
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.

Approval of agenda – with Susan Russo speaking for the Meriden Friends. Suzanne made a motion to approve the agenda. Roll call vote:

Jean – yes  
Emily – yes  
Mark – yes  
Suzanne - yes

7:00-7:10 Public Comment

Cindy Heath – mentioned the 5 colleges Book Sale

Administration

Approval of Minutes (1/17, 1/23, and 2/13)

Suzanne made a motion to approve the 1/17 minutes. Emily seconded. Roll call vote:

Jean – yes  
Emily – yes  
Mark – yes  
Suzanne - yes

Mark made a motion to approve the 1/23/2017 minutes, Jean seconded.

Emily made a motion to approve the 2/17 minutes. Jean seconded.

Roll call vote:

Jean – yes  
Mark – yes  
Emily – yes  
Suzanne - yes

Correspondence received from: Margaret Gibson, Jean Thompson, the Plainfield Historical Society, Nancy Norwalk, Clint Swift (2), Kathy Gosselin, and Karen Anikis.

Nancy Norwalk had requested that the January minutes be revised to reflect that she said she had showed the special collections to several individuals. The board said it could not add something that wasn't said during the meeting, but would note her comment in this meeting's minutes.

Emily responded to one of Clint Swift's letters. In it, he stated "I didn't know the script had already been written in a non-public mediation agreement."

Emily said that in fact Clint and Bonnie Swift met on 11/23/2015 with their attorney, Emily Gray Rice, as well as Steve Halleran, Mark Pensgen and Barry Schuster during which it was disclosed that there was a mediation agreement in place.

Suzanne asked if a Select Board member was also present for that meeting. No one was sure.

The board received and responded to four Right to Know Requests: three from Bonnie Swift, one from Clint Swift.

Cindy Heath sent an email requesting that a previous email she sent not to a quorum not be considered a Right to Know request in previous minutes. The board responded that any informational request to an individual trustee or a quorum for information is considered a Right to Know request and needs to be treated and labeled as such for consistency.

No donations.

#### Reports

##### Director's Report (King)

Suzanne noted fiction section improvement and Peter Legare's work reorganizing it. Conference room being used frequently, including by the school and energy committee. Mary will be reposting for the circulation aid not filled in January.

Finance Report (Pensgen) – Suzanne asked about monies transferred from Meriden's to meet PRML needs at the End of 2016. Mark said there PRML alarm system problem which precipitated repair bills for the elevator and the phone company. Bill for door at PRML. \$4,000. These were underspent monies from Meriden.

#### Policies

Amendment of Library and Library Materials Use Policy – holding until April.

Amendment of Volunteer Policy – Emily made a motion to waive the full reading of the amended volunteer policy. Mark Seconded. Roll call vote:

Mark - yes

Jean - yes

Emily - yes

Suzanne - yes

Emily made motion to approve the amended volunteer policy. Mark Seconded. Roll call vote:

Mark - yes

Jean - yes

Emily - yes

Suzanne - yes

## Projects

### Special Collections

Correspondence from Jeanne Thompson and Plainfield Historical Society. The director does not plan to do anything to the collection. Mary noted that from now on in the statistics there will be reporting on use of the special collections.

Dept of Labor violations: update on cleanup of basement, shed, other items. PRML was cited by the department of labor for “housekeeping” in the old basement room and needs to be compliant by the end of March. Emily said that there is still a long way to go, stuff in the attic for cap on the roof. Long-term project. Art work removed that belonged to the friends. Suggested a time limit for more removal by the April or May meeting. Shed – Brad Atwater thinks it needs to be demolished after years of water damage. Some of the contents may be saved, some may go. Decide by May how to sort through and remove it.

NP Minutes – Some sets of nonpublic minutes not sealed correctly, intent to seal was clear. This is an issue of proper record keeping.

6/11/2012 – The nonpublic minutes indicate that a rollcall vote was sealed by roll call vote.

Emily made a motion to amend the 6/11/2012 public minutes to note that a roll call vote was taken in nonpublic session and that the vote carried unanimously. Mark seconded. Roll call vote:

Jean – yes

Emily – yes

Mark– yes

Suzanne– yes

1/14/2013 - NP minutes indicate that a roll call vote was taken to seal the minutes, again on the grounds of reputation.

Emily made a motion to amend the 1/14/2013 public minutes to note that a roll call vote was taken in nonpublic session and that the vote carried unanimously. Mark Seconded. Roll call vote:

Jean – yes

Emily – yes

Mark– yes

Suzanne– yes

7/8/2013 – NP minutes indicate that a roll call vote was taken to enter into nonpublic session, and that a roll call vote to seal the minutes was taken. Both motions passed unanimously.

NP minutes also clearly indicate that a vote to seal the minutes was taken again after a return to public session and passed unanimously. It looks like this piece was accidentally included in the NP minutes when it should have been included in the public minutes

Emily made a motion I make a motion to amend the public minutes of 7/8/13 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session which passed unanimously, and to include the roll call vote that was clearly held in public session based on our own records. Mark Seconded. Roll call vote:

Jean – yes

Emily – yes

Mark– yes

Suzanne– yes

8/28/2013 – NP minutes indicate that a roll call vote was taken to enter into nonpublic session and that a roll call vote was taken to seal the minutes. Both motions passed unanimously.

Emily made a motion to amend the public minutes of 8/28/2013 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session, and that a roll call vote was taken to seal the minutes, and that both motions passed unanimously. Mark seconded. Roll call vote:

Jean – yes  
Emily – yes  
Mark– yes  
Suzanne– yes

9/9/2013 - NP minutes indicate that a roll call vote was taken to enter into nonpublic session and that a roll call vote was taken to seal the minutes. Both motions passed unanimously.

Emily made a motion I make a motion to amend the public minutes of 9/9/2013 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session, and that a roll call vote was taken to seal the minutes, and that both motions passed unanimously. Mark seconded. Roll call vote:

Jean – yes  
Emily – yes  
Mark– yes  
Suzanne– yes

9/16/2013 – NP minutes indicate that a roll call vote was taken to enter into nonpublic session and that a roll call vote was taken to seal the minutes. Both motions passed unanimously.

Emily made a motion to amend the public minutes of 9/16/2013 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session, and that a roll call vote was taken to seal the minutes. Mark seconded. NP minutes indicate that a roll call vote was taken to enter into nonpublic session, and that a roll call vote to seal the minutes was taken. Both motions passed unanimously. Mark seconded. Roll call vote:

Jean – yes  
Emily – yes  
Mark– yes  
Suzanne– yes

4/7/2014 – NP minutes indicate that a roll call vote was taken to enter into nonpublic session, and that a roll call vote to seal the minutes was taken. Both motions passed unanimously.

NP minutes also clearly indicate that a vote to seal the minutes was taken again after a return to public session and passed unanimously. It looks like this piece was accidentally included in the NP minutes when it should have been included in the public minutes

Emily made a motion to amend the public minutes of 4/7/14 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session which passed unanimously, and to include the roll call vote that was clearly held in public session based on our own records. NP minutes indicate that a roll call vote was taken to enter into nonpublic session, and that a roll call vote to seal the minutes was taken. Both motions passed unanimously. Mark seconded. Mark seconded. Roll call vote:

Jean – yes

Emily – yes  
Mark– yes  
Suzanne– yes

5/11/2015 – NP minutes indicate that a roll call vote was taken to seal the minutes and the motion passed unanimously.

Emily made a motion to amend the public minutes of 5/11/2015 to indicate that the nonpublic minutes reflect that a roll call vote was taken to enter nonpublic session, and that a roll call vote was taken to seal the minutes, and that both motions passed unanimously. Mark seconded. NP minutes indicate that a roll call vote was taken to seal the minutes and the motion passed unanimously. Mark seconded. Roll call vote:

Jean – yes  
Emily – yes  
Mark– yes  
Suzanne– yes

PRML basement – Creation of public access computer desk for basement for three computer station and a station at the end for a printer.

Emily made a motion for the library to accept \$4,000 from the friends for Furniture. Jean Seconded. Roll call vote:

Jean - yes  
Emily- yes  
Mark- yes  
Suzanne- yes

9:00-9:10 Friends updates  
A. Friends of PRML Update (Cindy Heath)  
B. Friends of Meriden Update (Susan Russo)

9:10-9:15 Public Comment  
The board noted that it was Mark’s last trustee meeting and thanked him for his service. Suzanne noted that he was critical to the success of the transition to the single board.

Emily made a motion to adjourn. Mark seconded. Roll call vote:

Jean - yes  
Emily- yes  
Mark- yes  
Suzanne- yes

8:46 Adjournment

Attachments:

Director’s Report [1]

Financial Reports [2]



BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
February 17, 2017; Philip Read Memorial Libraries  
12:00 PM

Present: Emily Sands, Jean Strong, Mark Pensgen, Nancy Liston, Mary King, director

Absent: Suzanne Spencer

Call to order 12:02.

Mark Pensgen moved to approve the agenda. Nancy Liston seconded. All voted in favor.

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.

No public comment

Mary is working on addressing the Department of Labor citations at Philip Read with Brad Atwater reporting on future projects and his schedule to do them. He will give a soup to nuts list of what is on radar now for both buildings. PRML attic cap discussed. Potential ac at PRML discussed. Energy savings discussed with some of these items. South doorway and landing at PRML are rotting.

Financial update – the board needs a signer for checks in interim after mark leaves. The board authorizes who is signer for each bank account and then signature cards. There are 3 other accounts with funds invested and they need to be changed over. We could liquidate and put in a savings account.

Mark made a motion for the board to authorize Emily sands to act as an additional signer for all accounts for Meriden library and Claremont savings bank and all accounts for PRML at Mascoma. Nancy second. All voted in favor.



Emily motioned that Jean and Nancy Liston will discuss the MOU with both Friends groups. Mark seconded. All voted in favor.

Director report. Stats are same but will now have teen, special, and conference room stats in report. Age tracking will be broken out now, which will be useful for state report. All stats will now be collected in Evergreen.

Mary will be counting patron visits differently based on federal definition by librarian for administration at NH state library.

Mary will sell VHS' sand then they go to landfill. Furniture in shed will be offered to PRML friends but with a time frame for removal.

Mary will be doing staff evaluations.

Mary wants signs in library indicating two warrant articles relating to town meeting. Emily sought legal advice and we can provide facts but not advocacy.

Emily made a motion that we adopt the June 3, 2015 minutes of the select board and non public minutes of Select board as our minutes. Mark seconded. All voted in favor.

Emily moved to adjourn and Jean seconded. All voted in favor.

Adjourned at 142pm.

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
January 23, 2017; Philip Read Memorial Libraries  
7:15 PM

Present: Emily Sands, Jean Strong, Mark Pensgen, Nancy Liston, Mary King, director

Absent: Suzanne Spencer

Called to order 7:15

Present: Emily Sands, Jean Strong, Mark Pensgen, Nancy Liston, Mary King, director

Absent: Suzanne Spencer

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.
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Discussion of Amending the agenda for friends report from Cindy Heath and Leeli Bonnie instead of names listed on agenda.

Nancy Liston moved to accept changes to agenda. Mark seconded. All voted in favor.

Emily made individual statement:

“Prior to the public hearing on Monday night Clint Swift was handing out flyers, copies of the letter from Phil Zea, I believe. During this process he approached my dad, whom he had never officially met before as far as I know. I understand it was a fairly jovial exchange, as Clint opened the brief conversation by mentioning that he had almost hit my dad with a golf ball once. But after the interaction was over, Clint turned around and stated under his breath “too bad I missed”, just loud enough so that my husband could hear him quite clearly, but my father could not.”

Clint Swift spoke out of turn.

“When my husband told us what had happened, we all had a good laugh about it. But as I thought about this incident, it started to bug me more and more. And I couldn't for the life of me figure out why this rather benign insult was making my blood boil. Clint says things that are much worse to me and the other library trustees on a regular basis. I'm sure he would disagree, but from my perspective I have seen Clint bully the board from the day I took the oath of office. He once burst out in the middle of a meeting to tell me, as the Chair, to pipe down during discussion about a heated topic. This is to say nothing of the way he touts his legal degree and vaguely threatens to take some sort of action if the Board doesn't do everything he thinks we should do. ...

Then eventually it dawned on me. Being critical of the library trustees was not enough. Clint actually viewed my family as fair game. He saw an opportunity to insult a 72 year old man simply for being related to me, and he actively took it, like a scab he just couldn't resist picking.”

Emily ended her remarks by asking for more civility, decency and respect.

Emily noted that the position regarding associate director will not be addressed tonight.

Public comment:

Bonnie Swift said she found statement offensive.

Rod Wendt said appreciates the board's willingness to endure relentless attacks from opponents. He praised the board's endurance and said he found the attacks mean-spirited. He thanked the board for having courage and backbone. He said would like to see the negative energy replaced with positive energy.

Karen Anikis thanked the board and Mary King.

Andrea Keen said she had positive feedback from her letter to the Valley News, including users of PRML and residents of Plainfield Village who are afraid to voice their opinions publicly.

Diane McDonald spoke out of turn to find out who Andrea Keen was. Karen Anikis spoke out of turn. Emily Sands asked them to hold comments until the end of the meeting.

Ron Eberhardt said that the select board unanimously supports the trustees.

Clint Swift says what has happened has not been pleasant for anyone and encouraged the trustees to adopt Brad Wilder's solution. He denied making the comment to Emily Sands' father. He praised Emily as chair and said she was trying to protect Nancy Norwalk.

Diane MacDonald read a letter asking the trustees to have Nancy Nowalk work in the special collections with Penny and Shirley.

#### Approval of Minutes

Emily made a motion to approve the 11/14 minutes, Nancy Liston Seconded. All voted in favor.

Emily made a motion to approve the 11/21 minutes. Nancy Liston Seconded. All voted in favor.

Emily made a motion to approve the 12/2 minutes. Nancy Liston Seconded. All voted in favor.

Nancy Liston made a motion to approve the 1/19 minutes. Emily Sands seconded. All voted in favor.

Moved to accept first 3 minutes by Emily, seconded Nancy. Reverse Nancy, Emily seconded.

#### Correspondence

Since our last regular meeting in November, the board received and responded to 3 Right to Know requests from Diane Rogers, Cindy Heath, and Susan Kahn.

The board received correspondence from: Clint and Bonnie Swift, Susan Kahn, Diane Rogers, Priscilla Eastman (Claremont, NH), Ruth Stalker, Kate Cricco, David and Sue Taylor, Phil Zea (Deerfield, MA), Shirley Hudson, Margaret Drye, Joan Bishop, Jane Fielder, Elizabeth Knox (Grantham, NH), David and Nancy Scott, Timothy Rub (Philadelphia, PA), Sarah Heath (Cornish, NH and Hamden, CT), Christopher Wright (Kalamazoo, MI), Jordan Green, Maryellen Sullivan, Jack Jacobsen (not local), Maryellen Morse Simonds, Samantha Green, Andrea Keen, Jean Thompson.

Donations were received and deposited by Mark from Mary.

Feb. 13 Meriden and March 13 Prml, 10 April Meriden. Moving time to 7pm.

#### Mary's directors report.

Labor inspection – An inspector visited and cited one of the PRML sheds and determined it to be too hazardous for employees. Brad Atwater was consulted and said he is not sure the building is worth fixing. The old PRML basement was also cited as unsafe for employees because of too much storage stuff. Mary King said that it needs to be cleaned out by the spring.

Special collection – Mary said that the software reviewed by Nancy was brief and not acceptable to her. Mary and Mike Sutherland are working with state technical services librarian to find software solution for special collection. Nancy Liston asked that we keep stats as to how often the collection is being used. Mary said to date no one has asked to have any of the cabinets unlocked to use the collection.

#### Finance Report

Mark said that for 2016 we were overspent at PRML and underspent at Meriden, so monies were transferred. Maintenance and telephone budgets were overspent. An exterior door at PRML is rotting and needs to be replaced. Mark said that \$5,000 was reserved by the town from the library budget to do it in 2017. Mark is doing final report for 2016 for town report; it will be one set of numbers for both libraries.

Nancy Liston expressed her appreciation for Brad Atwater's service. Emily indicated that despite criticism by some that the trustees favor one library over another, the trustees have been even handed in repairs to both building not favoring one over the other.

#### Policies

Because of a change in the law, trustees can go into non-public session to discuss legal advice even when legal counsel is not present. She put forward an amendment to the existing policy to allow for this type of non-public meeting.

Mark moved to waive reading of policy in total. Jean seconded. All voted in favor. Mark moved to accept amendment to non-public policy meeting. Nancy Liston Seconded. All voted in favor.

#### Projects

Special Collections - Mary is getting some one with expertise to evaluate special collection, including finding the value of the collection for even insurance purposes.

Meriden Village Study Update – The committee is winding up work. Charged with giving report for town report. Some recommendations included recommended negotiations with TDS for building and property access and reach out to other abutters. Emily suggested we invite Dewy Jones to report to us, possibly February.

Procedures – A fee schedule approved in 2012 that was the same at both libraries. However, PRML's schedule was not adhering to the approved schedule. Mary asked the board to approve a new schedule that would be for both libraries. Nancy Liston moved to accept Plainfield public library fee schedule by Nancy and seconded by Mark. Policy committee will meet to amended overall schedule.

Mary wants us to look at policy in future for officially exempting fines for staff, and trustees. Mary surveyed other libraries for this schedule of fees. There was also a discrepancy between the two libraries about fees, copy charges, and faxes. Nancy Liston made a motion to approve the Plainfield Public Libraries fee schedule as drafted. Mark seconded. All voted in favor.

Diane Rogers – shared her proposal to close the Meriden Library. She said the proposal was entirely her own. She said she would petition the town to vote at town meeting to close the Meriden Library.

Emily asked Ron Eberhardt to the trustees if he had any response as a select board member. Ron said that it was a matter for the library board to weigh in on.

Emily read statement from Suzanne Spencer who was not present: “From the beginning of 2010 through the end of 2015, circulation at the Meriden Library increased by 70%. During that same time period, patron visits increased by 27%. Community support for the Meriden Library is extremely strong and I do not agree with any proposal to close it.”

Mark said that the statistics and survey and found nothing in the data suggest closing the library.

Emily said she looked at the survey and showing poor results for service at PRML and those issues need to be addressed.

Jean said she would like to see the Meriden Library stay open and suggested grant money for ADA compliance. Jean said Hartford has five libraries and Orford has two.

Nancy Liston said that the two libraries are core elements in each side of town based.

Emily made a motion that the board not take up the proposal on behalf of the trustees. Mark seconded. Before the board voted, Diane said she wasn't asking the board to vote. Emily withdrew her motion.

MOU - Bev Widger collaborative meeting with Meriden meeting. Change to reflect friends only using money in support of library and Friends requirements. Jean moved to have Emily and Jean review and work with friends to finalize MOU. Nancy seconded. All voted in favor.

Bev said that her group voted already and would have to revote in March if there are any changes. Emily said that the board put a lot of work into the MOU more than a year ago, and any new changes would have to be approved by the board.

PRML Friends- reducing Parrish inventory. The friends received a \$6500 Dwinneel approved to repurposed for additional downstairs approval. There will be a Little Free Libraries meeting with Meriden. The Friends will work on pricing and specs for library needs and programming.

Emily asked for if the programming and library needs list came from Mary, as that's the director's job. Mary said she is working with the PRML Friends can have an advisory role. The friends can run some programs on their own as friends programs.

Nancy Liston raised the concern about programming happening on Sundays when the library isn't staffed. She also raised concern about too many committee meetings.

Cindy Heath said that there would be a separate account line for funding of scholarship versus support of the library needs.

They indicated they understood Mary leads the programming when concern raised.

Meriden Friends

Soup and Book event will be Monday 30th at PES.

Public comment

Clint Swift again denied saying anything to Emily's dad. He reviewed funding of the PRML library addition. He said that there is no need to have character assignation. He hopes for more pleasantries and resolving special collection issue.

Brad Thompson said that East Plainfield also uses the Meriden Library.

Doug Loudon said that he was surprised that his son-in-law relayed Clint's comment. He said that John is very honest and something was said which John Sands heard, and perhaps Clint said something without realizing it. He said that based on the survey, changes at PRML were necessary. The trustees represent the whole town and have been steadfast.

Clint Swift interrupted; Emily Sands asked Clint Swift to not speak out of turn.

Bonnie said that leaders are elected to lead. Positive meetings can't be lead unless we are positive. She criticized Emily for starting the meeting in a negative way.

Emily moved to adjourn and seconded by Mark. All voted in favor.

9:20 adjournment.

Plainfield Public Libraries

Director's Report

January 2017

Closed: Monday, January 2 (New Years) and Monday, January 16 (Martin Luther King Day)

**Meriden Programs**

Story Time 1/5, 12, 19, 26

Game Time 1/9, 23, 30,

Book Group 1/17

**Special Programs**

Beginners Bridge Class. A four week series of classes to learn the basics of Bridge met at the Meriden Library. There were 15 individuals that participated.

The Friends of the Meriden Library held their annual Soup and Good Books Event and Annual Meeting on Monday, January 30. The event was held at the Plainfield Elementary School. 5 children and 25 adults attended.

**PRML Programs**

Book Group 1/30

Felting 1.4, 11, 18, 25

**Special Programs**

Art Exhibit Opening Show was held on Saturday, January 14. 23 adults attended.

"Introduction to Mindfulness" was presented by Michael Denmeade on Sunday, January 29 from 2-4pm. 20 adults attended.

**Activities**

At PRML audio books in cassette format and videos in VHS format were removed from the shelves in the adult section. Both formats were removed from the Evergreen database.

**Facilities**

At PRML the process to rearrange shelving and books and DVDs in the adult section began.



**Plainfield Libraries  
 Meriden P&L Budget vs. Actual  
 YTD 2016**

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation - FICA	2,876.87	3,005.00	-128.13
Appropriation - Operations	18,500.00	18,648.00	-148.00
Appropriation - Salary	36,315.06	39,577.00	-3,261.94
<b>Total Town Appropriation</b>	57,691.93	61,230.00	-3,538.07
<b>Trust Fund Income</b>	720.00	700.00	20.00
<b>Gifts</b>	100.00		
<b>Fines</b>	185.95		
<b>Book Sales</b>	50.34		
<b>Interest Income</b>			
Interest - Checking	1.06		
Interest - Savings	63.16	10.00	53.16
<b>Total Interest Income</b>	64.22	10.00	54.22
<b>Misc Income</b>	65.00		
<b>Total Income</b>	58,877.44	61,940.00	-3,062.56
<b>Expense</b>			
<b>Salaries</b>	36,315.06	39,577.00	-3,261.94
<b>FICA</b>	2,876.87	3,005.00	-128.13
<b>Sick Pay</b>	0.00	300.00	-300.00
<b>Library Materials</b>			
Audio/Visual	320.45		
Books & Magazines	693.10		
Library Materials - Other	6,843.28	8,000.00	-1,156.72
<b>Total Library Materials</b>	7,856.83	8,000.00	-143.17
<b>Telephone</b>	523.60	540.00	-16.40
<b>Electricity</b>	1,177.23	1,700.00	-522.77
<b>Fuel Oil</b>	1,451.08	1,768.00	-316.92
<b>Water/Sewer</b>	500.00	500.00	0.00
<b>Supplies</b>	613.90	800.00	-186.10
<b>Postage</b>	119.40	250.00	-130.60
<b>Professional Activities</b>	95.00	300.00	-205.00
<b>Programs</b>	355.60	400.00	-44.40
<b>Furniture/Equipment</b>	47.48	100.00	-52.52
<b>Maintenance</b>	1,209.98	1,800.00	-590.02
<b>Automation/Cataloging</b>	1,000.00	1,000.00	0.00
<b>Computer/Software</b>	1,520.73	1,800.00	-279.27
<b>Misc Expense</b>	21.97	100.00	-78.03
<b>Total Expense</b>	55,684.73	61,940.00	-6,255.27
<b>Net Ordinary Income</b>	3,192.71	0.00	3,192.71
<b>Net Income</b>	<u>3,192.71</u>	<u>0.00</u>	<u>3,192.71</u>

**Plainfield Libraries**  
**PRML P&L Budget vs. Actual**  
**YTD 2016**

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation - FICA	2,837.58	3,206.00	-368.42
Appropriation - Operations	35,107.44	27,528.00	7,579.44
Appropriation - Salary	38,384.65	42,120.00	-3,735.35
<b>Total Town Appropriation</b>	<u>76,329.67</u>	<u>72,854.00</u>	<u>3,475.67</u>
Trust Fund Income	2,070.00	2,000.00	70.00
Gifts	2,095.00		
Fines	421.15		
<b>Interest Income</b>			
Interest - Savings	1.12		
<b>Total Interest Income</b>	<u>1.12</u>		
<b>Total Income</b>	<u>80,916.94</u>	<u>74,854.00</u>	<u>6,062.94</u>
<b>Expense</b>			
Legal Expense	4,842.00	0.00	4,842.00
Salaries	38,384.65	42,120.00	-3,735.35
FICA	2,837.58	3,206.00	-368.42
Sick Pay	0.00	300.00	-300.00
<b>Library Materials</b>			
Audio/Visual	936.07	0.00	936.07
Books & Magazines	2,284.28		
Library Materials - Other	5,497.31	9,200.00	-3,702.69
<b>Total Library Materials</b>	<u>8,717.66</u>	<u>9,200.00</u>	<u>-482.34</u>
Telephone	1,588.61	1,200.00	388.61
Electricity	3,235.61	3,000.00	235.61
Fuel Oil	4,075.38	3,978.00	97.38
Water/Sewer	194.70	300.00	-105.30
Supplies	1,416.15	1,500.00	-83.85
Postage	166.50	250.00	-83.50
Professional Activities	993.90	300.00	693.90
Programs	741.61	600.00	141.61
Furniture/Equipment	1,294.68	950.00	344.68
Elevator	1,460.62	1,700.00	-239.38
Maintenance	4,792.82	3,350.00	1,442.82
Automation/Cataloging	1,000.00	1,000.00	0.00
Computer/Software	2,788.42	1,800.00	988.42
Misc Expense	225.00	100.00	125.00
<b>Total Expense</b>	<u>78,755.89</u>	<u>74,854.00</u>	<u>3,901.89</u>
<b>Net Ordinary Income</b>	<u>2,161.05</u>	<u>0.00</u>	<u>2,161.05</u>
<b>Net Income</b>	<u><u>2,161.05</u></u>	<u><u>0.00</u></u>	<u><u>2,161.05</u></u>

Plainfield Public Libraries Board of Trustees

January 19, 2017, Meriden Town Hall

Present: Emily Sands, Jean Strong, Mark Pensgen, Nancy Liston, Mary king

12:00 Meeting called to order. Mark made a motion to approve the agenda, Jean seconded. All voted in favor.

Mary nominated Stephanie McAndrew for the open Circulation Aide position, who had applied to the position previously. She is the wife of Chuck McAndrew. She has experience in education, strong computer skills, and one thing that stood out was her experience across all age groups. Mary checked all references.

Nancy Liston made a motion to hire Stephanie McAndrew for the open position of Circulation Aide. Mark Pensgen seconded. All voted in favor.

12:05 meeting adjourned.

Plainfield Public Libraries Board of Trustees  
January 17, 2017  
Plainfield Elementary School, 7:15 pm  
Public Hearing

Present: Emily Sands, Mark Pensgen, Nancy Liston, Jean Strong, Suzanne Spencer

7:15 call to order

Brad Wilder Nancy Norwalk's attorney spoke for 30 minutes. He alleged that the board breached the contract of a mediation agreement with Nancy Norwalk. He alleged that the board did not allow her to finish work on the special collections, had terminated her employment improperly, and had broken the Right to Know law. He threatened to sue the town on Nancy Norwalk's behalf unless the board agreed to reinstate Nancy Norwalk with her previous pay and benefits to work on the special collections for one year.

7:53 – Town Attorney Barry Schuster spoke. He said that the board suggested Nancy Norwalk consider mediation in March 2015 and there was a delay, but she selected a mediator and an agreement was reached on July 27, 2015. While Nancy Norwalk and the town prefer that the terms of the agreement remain confidential, given Nancy Norwalk's request for a public hearing the agreement could be discussed. Schuster said the agreement guaranteed her employment until 12/31/2016 and created a transition plan. He said that the board agreed to use Nancy Norwalk's first choice mediator, that the mediation took two full days and was paid for by the town. He said Nancy Norwalk was represented by legal counsel and had supporters at her side through the process. He said she entered the agreement freely and willingly, and that the board voted on 12.2.2016 to act on the contract created by the mediation agreement. He said that she had close to 18 months to complete any work.

8:04 The board suspended the hearing to meet with counsel.

8:22 The board returned to the meeting. Emily said the board open to discussion of attorney Wilder's offer, but would need to involve the select board. Mark made a motion to accept the original decision on 12.2.2016. Nancy Liston seconded. All voted in favor.

Brad asked when he could hear back. Emily said soon.

8:28 Emily made a motion to adjourn. Nancy Liston seconded. All voted in favor.

## Plainfield Library Board of Trustees

Monday September 18, 2017  
7 p.m., Meriden Library

Present: Nancy Liston, Emily Sands, Suzanne Spencer, Jean Strong, Richard Davidson, Mary King, director

### Draft Minutes

7:01 Approval of agenda – The board agreed to not take agenda items out of order going forward. Suzanne made a motion to approve the agenda amended to under policy section to discussion of proposals relating to MOU discussions and debrief about the Fourth of July under facilities working group. Nancy Liston seconded. All voted in favor.

Non-public session announcement (RSA 91-A:3) – (a)The dismissal, promotion, or

compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1)has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b)The hiring of any person as a public employee

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

Public comment – no public comment

Administration

Correspondence

Bonnie Swift

Cindy Heath – PRML friends report

Two thank-you notes

Approval of Minutes

8/9/2017 – The board tabled the minutes approval so that Dick can look into Bonnie Swift's correction request.

Donations

Proposed future meeting dates:

10/30 – PRML

11/20 – Budget and regular meeting – Meriden

12/18 – PRML

Other – Nancy Liston gave update about PRML Friends meeting she attended. She expressed concern that the Friends should not be taking it upon themselves to make acquisition decisions for the Special Collections. She said that one member made a proposal to do so during that meeting.

7:20-7:35 Reports

Directors Reports

Finance Reports

7:30-7:50 Working groups -

Policy – Bylaws - The board discussed Bonnie Swift's request for changes to the draft bylaws and noted that the draft had already received a legal review, and that no changes were recommended after another legal review of her request. The board also noted that her example of the Howe Library board's bylaws perhaps wasn't the most relevant, as that board is not publicly elected.

Suzanne made a motion that the board adopt the draft bylaws as written. Nancy Liston seconded.

Suzanne – yes

Nancy Liston – yes

Emily – yes

Jean – yes

Dick - abstain

MOU – There is a meeting set with the two friends groups and the policy committee. The board agreed that the chair may participate in the meeting discussion if she can attend.

The board noted that getting reps from both friend groups and board together to discuss the PRML Friends' proposal has been extremely difficult; this was not supposed to be a burden.

Suzanne made a motion that if the policy committee is not able to meet with both Friends Groups to discuss PRML proposed MOU by 10/3/2017, that the policy committee will meet on its own to review the proposed agreement. Nancy Liston seconded. All voted in favor.

The board noted that the policy committee may choose to meet on its own anyway after that meeting to continue its review and make any formal recommendation to the board.

HR – Director review – The HR Committee will look at the director review documents and propose any changes at the next meeting and start process after that meeting.

Finance – revote on PRML Friends donation -

Account Update

Cornish reciprocity - The chair checked with Nancy Norwalk who was present to see if there was any document that states a reciprocity agreement between the two library systems. Nancy Norwalk said there was an agreement between the single PRML board and the Cornish library board. Those bylaws are no longer governing documents. The current bylaws allow people who live in other towns who work or attend school in Plainfield to have library cards; the board noted that this is a generous policy compared to other towns library systems.

Mary King distributed a spreadsheet with cardholder zip codes that showed that roughly 20% of Plainfield Library cardholders are Cornish residents. The board discussed making a request that Cornish help share the burden of cost. A request of \$1000 would be less than one percent of the current budget.

Suzanne made a motion that the Plainfield Public Libraries Board of Trustees authorize the chair to write a letter with the input of the director to the Cornish Library Trustees requesting a contribution of \$1,000 towards the library budget for greater reciprocity between the two library systems. Nancy Liston seconded. All voted in favor.

Facilities – Dick debriefed the board about the 4<sup>th</sup> of July. Emily expressed concern that the trustees should not be handling money for the PRML friends; they should have a rep present if there will be sales. Dick said that there was only one trustee present during the last half hour that the library was open and members of the public were in the building.

Friends Update – no update

Public comment – no public comment

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

8:18 Adjournment

Attachments:

Director's Report

Financial Reports [2]

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
September 26, 2017, MTH

Present: Emily Sands, Richard Davidson, Nancy Liston, Suzanne Spencer

Absent: Mary King, director

Draft minutes

8:15 am Call to Order. Suzanne made a motion to approve the agenda. Emily seconded. All voted in favor.

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.

Emily Sands made a motion to authorize Emily Sands and Jean Strong to open a new account with Mascoma Savings Bank for Philip Read Memorial Library donations. Suzanne seconded. All voted in favor.

Suzanne made a motion to approve the director's request to hire Martha van der Drift as a circulation aide. Dick seconded. All voted in favor.

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

Adjournment at 8:21 am

Adjournment



## **Plainfield Library Board of Trustees**

Tuesday October 10, 2017  
2 p.m., Meriden Town Hall

Present: Nancy Liston, Suzanne Spencer, Jean Strong, Mary King, director

### **Draft Minutes**

2:13 Suzanne made a motion to approve the agenda as written. Nancy Liston seconded. All voted in favor.

Mary King asked the board to meet to approve a candidate, as the previous one backed out. She brought forth the candidate Madison Jarvis for circulation aide who would work roughly 6 hours per week. Suzanne made a motion to approve the hiring of Madison Jarvis. Nancy Liston seconded. All voted in favor.

The board discussed the draft of the letter to the Cornish Library trustees. Nancy Liston suggested adding information about the cost to the Plainfield Trustees of the Evergreen database, which is \$2,000/year. The board agreed to add that information.

2:19 Suzanne made a motion to adjourn. Nancy Liston seconded. All voted in favor.

## **Plainfield Library Board of Trustees**

Tuesday October 10, 2017  
2:10 p.m., Meriden Town Hall

Present: Nancy Liston, Suzanne Spencer, Jean Strong

### **Draft Minutes**

2:19 Suzanne asked if the Policy Working Group wished to meet, as the meeting was warned.

Public comment: Bonnie Swift objected to the meeting happening without the friends' participation. Nancy Liston said that Cindy Heath, the PRML Friends president was aware of the meeting, and Amy Lappin was out of town.

Suzanne read the 9.18.2017 unanimous board vote that authorized the policy working group to meet on its own, since getting everyone together was proving to be more difficult than expected.

Chris Dye asked which of the two MOUs we would be looking at. The working group noted that the shorter one was approved at the board's October 2015 meeting and signed shortly thereafter by the Friends of the Meriden Library and the Trustees. The longer version was a proposal that the PRML Friends have asked the board to consider adopting in the approved version's place.

Cindy Heath arrived as the board began discussing the PRML proposed MOU and was able to answer questions and give input.

The board marked up some changes to the proposed MOU to reflect voter sentiment at Town Meeting for the need for mutual support of both libraries, as well as eliminating a loophole. Suzanne said she would send out a draft incorporating the proposed changes to both friends groups in the next day or two.

2:50 Suzanne made a motion to adjourn. Nancy Liston Seconded. All voted in favor.

Board of Trustees, Plainfield Town Libraries  
Minutes of November 6, 2017, Meeting  
Philip Read Memorial Library  
7:00 p.m.

Present: Suzanne Spencer, Jean Strong, Nancy Liston, Emily Sands, Richard Davidson, Mary King, Dir.

Call to Order – 7:00 p.m.

Suzanne Spencer moved to approve the agenda. Nancy Liston seconded. All voted in favor.

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 of meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

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

Public Comment – none

Administration –

Review of *Right to Know* Workshop – Suzanne noted that by measure of advised practices in workshop, Plainfield Library Board is in “good shape,” reported advice to Board to save original drafts of Minutes, and not to include in Minutes public input, and advice to have quorum in working groups.

Correspondence – record of email from Mrs. Bonnie Swift asking to call Terry Knowles (see below) *in re* complaint filed.

Administration – recognition that complaint referenced above was correct.

Motion by Suzanne Spenser, seconded Richard Davidson, to approve 8/9/17 and 9/18/17 Minutes. Approval unanimous.

Note of e-mail from Steven Halleran *re* format of Board meeting Minutes.

Donations – none

Approval of Proposed Meeting Dates 1/22/18 and 2/12/18. Motion by Suzanne to approve, seconded Nancy Liston. Approval unanimous.

Reports – Mary King, Director, presented review of upcoming and necessary expenditures, *e.g.* furnace checks and cleaning, locks, repair of PRML door, windows to be washed. Motion by Suzanne to authorize Mary to check with Town Manager *in re* repairs, seconded by Dick. Approval unanimous.

Mary updated Board on plans concerning holidays – to have only one of the two libraries open on the Saturdays of upcoming holiday season. The Board’s “sense of the meeting” was that this is entirely reasonable.

Mary provided additional updates as ‘budget time’ approaches: her consideration of efficacy/cost effectiveness of foreign language software, ‘transparent language’, online learning package. She noted that online learning classes are “new to us,” and led Board in discussion of a possible \$700-\$800 line item for a “materials budget.”

Finally, Mary reported, concerning Web Pages, that we had received, at present, one proposal (not yet enough) for Board decision, and that there would be further review of Web Page usage and how other libraries set this up.

Finance – Emily Sands noted that this would be an Interim report: PRML will probably exceed the fuel budget, but budget prospects overall are good going into the end of the year. In the works, a plan for separate account for PRML. Mary noted that we were able to fix an oil price more favorable than current market price.

Working Groups –HR Director Review Forms: Nancy suggested we ‘set goals’. Sense of meeting that there be process whereby individual review is followed by discussion and setting of goals. Motion by Suzanne to adopt Director Evaluation Forms with Chair authorized to make changes to be sent to full Board, with following separate motion to adopt. Motion seconded by Nancy. Approval unanimous.

Suzanne updated Board on progress of Meriden Building Committee, reported being “very impressed” with the depth and range of discussion in the two meetings held to date. The likely plan would be to build a new building on the present ML site, and for the building to be ‘net zero’, *i.e.* energy efficient.

Mary reported on the Tasker Bridge Grant, ideas for funding, and shared draft of letter requesting \$500 “to support the initial costs for a building fundraising campaign.”

Finally, a brief initial discussion of request from Stephanie Shell that PRML consider hosting one of the Senior Lunches: might Friends of PRML consider funding?

Public Comment – Nancy Norwalk noted that in financial report, no record of expenditure in elevator maintenance line.

8:15 - Following motion by Suzanne, seconded by Dick, Board voted unanimously to adjourn.

Respectfully submitted,

Richard B. Davidson, Secretary

Plainfield Library Board of Trustees  
Minutes of Meeting  
Monday, November 20, 2017

7:00 p.m., Meriden Library

Present: Suzanne Spencer, Emily Sands, Jean Strong, Richard Davidson  
Mary King, Director  
Absent: Nancy Liston

7:02 – Call to Order, Chr. Suzanne Spencer  
Non-public session announcement (RSA 91-A:3)

Suzanne raised brief administrative item. Emily Sands moved to approve, Suzanne seconded. Unanimous to approve.

Cindy Heath, Chr. PRML Friends Group, announced 12/4/17 event in Recognition of Volunteers.

Public Comment – none

Budget Presentation – Emily Sands

Expenses 2018 –

4% salaries increase

13% increase in fuel line reflecting price increase

overall expenses less than 3% total increase

Income 2018 –

budget contains 3.3% increase in request from Town

No public comment

Mary King noted that over last two years 8% budget increase

reflects effort to get staffing to necessary level. Mary encouraged

Board to explore long-range needs in Materials budget.

Suzanne moved to approve Budget, Richard 2<sup>nd</sup>. Unanimous to approve.

Suzanne informed Board that Emily Sands will represent Library Trustees at Jan. '18 Selectboard Finance Planning Mtg.

7:25 – Having checked with Mary King to assure that Mary assented to Board's entering non-public session to discuss Mary's performance review, Suzanne moved, Jean Strong seconded, to enter Non-Public Session.

Roll Call Vote - Suzanne Spencer – affirmative  
Emily Sands – affirmative  
Jean Strong – affirmative  
Richard Davidson – affirmative

Specific statutory reason as foundation for non-public session:

RSA

*91-A: 3:11 - Matters which, if discussed in public, would likely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting*

8:23 – Return to Public Session. Suzanne moved to adjourn, Jean seconded. Unanimous to affirm. Meeting adjourned, 8:24.

Respectfully submitted,

Richard Davidson, Secretary

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

November 20 7:25pm; Meriden Library

Nonpublic Session

Present: Emily Sands, Suzanne Spencer, Jean Strong, Richard Davidson

Call To Order: 7:25 pm

MOTION to enter Non-Public Session made and seconded.

Roll call Vote as follows:

Emily Sands – Yes

Richard Davidson – Yes

Suzanne Spencer – Yes

Jean Strong - Yes

Specific Statutory reason cited as foundation for the nonpublic session: RSA 91 – A:3 II: Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.

MOTION: Passed



The board discussed Mary King's review. Emily made a motion to approve the review. Suzanne seconded. All voted in favor.

8:01 pm Mary King joined the meeting.

Emily Sands made a motion to leave nonpublic session. Suzanne seconded. All voted in favor.

Public session reconvened at 8:23 pm

These minutes recorded by Suzanne Spencer

Emily Sands 

Richard Davidson 

Jean Strong 

Suzanne Spencer 

TIME: 58 minutes