

Board of Trustees, Plainfield Town Libraries
Minutes of January 22, 2018 Meeting
Philip Read Memorial Library

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

Call to Order by Suzanne Spencer – 7:00 p.m.

Approval of Agenda:

Nancy Liston requested addition of report *re*: PRML Friends group request
Town Manager Stephan Halleran requested that Meriden Library Building
Committee and Warrant Article discussion be moved forward in agenda, to
follow Public Comment. Suzanne Spencer moved to amend as requested,
seconded Nancy Liston. Roll call: Suzanne Spencer, Emily Sands, Nancy
Liston, Jean Strong, Richard Davidson voted ‘aye’ – motion passed
unanimously.

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 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 – none

Special Projects – Meriden Library Building Committee

Town Manager Stephen Halleran, representing Building Committee, discussed
progress and details concerning Warrant Article 7¹. The Article creates the
Meriden Library Building Fund, approving “a green light for moving ahead
with Meriden Library project.” Vote would get a sense of the town before
spending more time. Nancy Liston suggested that handicapped wording be
included. Suzanne Spencer moved, Emily Sands seconded,
“that the Board formally support 2018 Warrant Article to raise \$25,000 for
Library Replacement Fund.” Roll call: Suzanne Spencer, Emily Sands, Nancy Liston,
Jean Strong, Richard Davidson voted ‘aye’ – motion passed unanimously.

Administration –

RTK Update: Suzanne reported we are in compliance with 1/18 change in law
to post location of meeting warnings and location of meeting minutes on Town

¹ To see if the town will vote to establish, pursuant to RSA 35:1, a capital reserve fund to be
called the Meriden Library Building Fund and to raise and appropriate the sum of **\$25,000**
to be placed in this fund. Said purpose of the fund is for the renovation and/or replacement
of the Meriden Library Building. Further, to name the Selectboard as agents to expend.

website. Town Manager Steve Halleran concurred.

Approval of Minutes –

11/6/17 Regular Meeting – Suzanne Spencer requested time to review Minutes before voting to approve.

11/20 Budget Meeting minutes – Suzanne Spencer moved to approve, Emily Sands seconded. Roll call: Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ – motion passed unanimously.

Donations: Mary King noted that since last meeting, 3 donations made to PRML totaling \$625.00. Mary guided Board through her needs list:

Custodial service – Mary recommended Nathan Borden. Emily Sands moved to approve, Nancy Liston seconded. Roll call: Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ – unanimous approval.

MK recommended Chuck McAndrew’s proposal for website development. Nancy Liston moved to approve, Suzanne seconded.

Roll call: Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ – motion passed unanimously.

Mary would like to see logo developed for Plainfield libraries.

She made a request to fill need for static IP address with Comcast, @ \$20.00 per each library. Richard Davidson moved to authorize the funds to address this request. Nancy Liston seconded. Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ - unanimous approval.

Mary concluded her presentation with a request that the Policy Committee establish policy and future guidance for the special collections.

Friends of PRML – Suzanne Spencer: motion to request that Friends of PRML provide MOU by Jan. 31, 2018. Seconded Nancy Liston. Roll Call: Suzanne Spencer, Emily Sands, Nancy Liston, Jean Strong, Richard Davidson voted ‘aye’ - Unanimous approval.

Finance - Emily Sands reported that the audit is almost complete, and that there will be a PRML donation account.

Cornish Update – Discussion of status of Trustee request to Cornish Library Trustees for annual donation. Mary King will contact Cornish Library Board Chair to clarify.

Public Comment –

Bonnie Swift presented her opinion that in public posting places there needs to be consideration of the handicapped. A Select Board issue?

Nancy Norwalk inquired about absence of Board Minutes from town webpage. Secretary of Library Board will look into this to rectify omission.

8:26 – Nancy Liston moved to adjourn the meeting. Emily Sands seconded. Unanimous.

Respectfully submitted,

Richard B. Davidson, Secretary

Plainfield Library Board of Trustees
Meriden Library
Minutes of February 12, 2018, Meeting

7:00 p.m. – Approval of Agenda: Motion to approve, Emily Sands; 2nd Nancy Liston.
Approval unanimous.

Non-public session announcement (RSA91-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 the 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
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Public Comment – none

Special Topic – MOU discussion. Friends of PRML presentation *in re*: present draft of proposed MOU. Suzanne Spencer said that the Board met with legal counsel and came to the conclusion that the changes in the PRML Friends’ articles of agreement and by laws are substantial enough that the Trustees cannot sign the PRML Friends’ proposed MOU. Suzanne asked if any trustees wanted to make a motion to adopt the PRML Friends’ proposed MOU. No one made a motion. The Board stated that without an MOU, the trustees will follow guidance of the Friends’ policy. The Board noted that it could continue to include the PRML Friends in strategic planning and a wish list.

Administration –

Correspondence - The Board received an email from Cindy Heath with the PRML Friends’ proposed MOU and accompanying documents. The Board also received a request from Cindy to call into the meeting, which the Board accommodated. Suzanne received an email from Cindy Heath, which she forwarded to the Board and put in public correspondence file, asking why Suzanne had not responded to anything other than informational and meeting accommodation requests because of a private conversation in June, 2016. She said that she mailed Cindy then, stating that she would only have conversations with her about Board business during public Board meetings, and has kept to this decision as Chair to help protect against any accusation that she might be making Board decisions outside public meetings; she also raised concern that requests for private discussions, including serial private conversations with Board members, were being requested by a leader of an organization whose

leadership has made numerous complaints about Board transparency and encouraged the Friends to have discussions with trustees during public Board meetings.

Emily Sands spoke in support of Suzanne's concern. She said that while she was Chair, she found that her comments in private conversations were sometimes misrepresented, and that at some point she chose to keep such conversations within public meetings, that she preferred to keep conversations in public meetings lest there be any misrepresentation.

The Board recorded _____ email requesting phone meeting, along with letter from Cornish Library Board declining request for formal annual donation to PRML, and noted correspondence to be assigned to the Town's Correspondence File.

Approval of Minutes – The Board noted Emily Sands' report of not having received Minutes of 11/6/17 meeting. Suzanne noted that protocol requires addition to draft of 1/22/18 Minutes: to note that she was calling in by phone, and stating the reason for doing so. Motion to approve 1/22/18 Minutes therefore tabled.

Donations – none to report at present

Other – Concerning dates for future Board meetings, Nancy Liston moved and Suzanne Spencer seconded that proposed 6/18/18 meeting be re-scheduled to 6/11/18. Approval unanimous.

Reports-

Director's Report: Mary King reported that especially severe weather no doubt contributed to decrease in visits to both libraries, and on UV Librarian meeting. Mary alerted Board to likely 30% increase in fee for downloadables. Nancy Liston noted the very successful 'Soup&Good Book' event sponsored by Meriden Library, and expressed thanks to all who organized it. Suzanne expressed gratitude for online access to *NYTimes*.

Finance-

Emily Sands reported possible issue (c.\$150) with the encumbered fund. While the oil bill in this severe winter has been predictably high, Emily noted fortuitous decision to lock in oil price @ \$2.09. Emily's Board term will end in March; she offered her service in keeping the books during transition to work of new Board Treasurer. Nancy Liston observed that it is "Time to thank you," a sentiment vigorously shared by Board colleagues.

Special Projects-

Cornish update: Trustees of the Cornish Library declined fund request,

would like to have Cornish Library used by residents. There will be \$40.00 *per annum* check-out fee for out-of-town PRML users. Suzanne Spencer moved, Nancy Liston seconded, motion to draft and send letter to Cornish residents who are users of PRML.

Public Comment-

Bev Widger reminded of The Miller Fund, which might support anyone for whom the \$40.00 fee is overly onerous.

Noted that as policy matter there has been and can continue to be membership as response to significant gift to PRML.

Adjournment-

At 7:59 Suzanne Spencer moved to adjourn, Emily Sands 2nd. Unanimous.

Respectfully submitted,

Richard Davidson, Secretary

Plainfield Library Board of Trustees

Draft Minutes of Administrative Meeting

Monday, March 5, 2018

PRML

Present: Suzanne Spencer (by phone), Emily Sands, Jean Strong, Richard Davidson; Mary King, Library Director. Board member Nancy Liston unable to attend.

Chr. Suzanne Spencer, calling in by phone, called the meeting to order at 7:00 p.m. Suzanne moved to approve the agenda, Emily Sands seconded. Jean Strong and Richard Davidson voted 'aye' – agenda unanimously approved.

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 affect (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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Director presentation of job candidate – Director Mary King informed Board of resignation of Christine Hoffman, Library Assistant, and recommended that Sarah Gillens move up to that position. Suzanne thanked Sarah Gillens for her excellent work and professionalism, and moved to promote Sarah to Library Assistant, with appropriate increase in pay. Richard Davidson seconded the motion. Suzanne Spencer, Emily Sands, Jean Strong, Richard Davidson voted 'aye' – approval unanimous.

At 7:09 Suzanne moved to adjourn, Jean Strong seconded. Suzanne, Emily, Jean, Richard voted 'aye' – meeting adjourned.

Respectfully Submitted,

Richard Davidson, Secretary

Board of Trustees, Plainfield Town Libraries
Draft Minutes of April 2, 2018, Meeting
Meriden Library
7:00 p.m.

Present: Suzanne Spencer, Stephanie Berman, Jean Strong,
Richard Davidson, Nancy Liston; Mary King, Director

7:00 p.m. – Chair Suzanne Spencer called the meeting to order. She moved to approve amended agenda. 2nd Stephanie Berman. Unanimous approval.

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.
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Public Comment –

Plainfield resident Helen Koehler spoke, in regard to Town budget authorization of \$25,000 for initiation of Meriden Library project to replace present facility, of the need to distinguish ‘need’ from ‘nice to have’. She offered her opinion that the Meriden Library project falls into the latter category. Nancy Liston thanked her for her thoughts, noting that going forward with the project would continue to be a town decision. Suzanne Spencer noted that a 2016 town survey on this proposed project included support for it by both Friends groups, and that ADA compliance is a top priority. Suzanne thanked Helen Koehler for sharing her thoughts.

Election of Officers for 2018 - Suzanne moved, Richard Davidson seconded:

Chair – Suzanne Spencer
Vice-Chair – Nancy Liston
Treasurer – Jean Strong
Secretary – Stephanie Berman
Meriden Friends Liason – Suzanne Spencer.
Unanimous approval .

Establishing of Working Groups – Suzanne moved, Nancy seconded:

HR – Suzanne Spencer, Nancy Liston
Finance – Jean Strong, Richard Davidson
Policy – Nancy Liston, Jean Strong

Facilities – Suzanne Spencer (ML), Richard Davidson (PRML)
Unanimous Approval

Other Topics –

PRML Shed – Suzanne made a motion to request that the Board requests that the PRML Friends provide the Board with information about the donation of the shed dated at the time of the donation that includes information about its intended use and users. Nancy Liston 2nd. Unanimous approval.

Special topics –

Cornish Letter – Director Mary King presented draft of letter to Cornish residents concerning change to Plainfield Public Libraries “Use of Library” Policy. (appended to these Minutes). Suzanne Spencer moved to approve the draft, Nancy Liston seconded. Unanimous approval.

Meriden Building Project - Town Manager Stephen Halleran summarized the history of the project concept to date, reported that he has recommended that the Select Board hire Brad Atwater to develop design for a new building not to exceed \$1m in cost, the design to be reviewed by the Building Committee. Brad Atwater shared his thoughts and work to this point, assuring a project not to exceed \$1m. Stephen Halleran and Library Board noted need for ramping up of public outreach and fund raising, given project guideline that assumes half of the cost of new facility will be derived from private giving. The Board discussed and expressed support of plan to have Brad Atwater proceed with planning as per Stephen Halleran’s description. Suzanne moved, Nancy Liston 2nd: that Board allow ML building fundraising group to say that donors will be represented and thanked inside the building via plaques on walls or bookcases, details to be worked out at later date. Unanimous approval.

Motion by Suzanne to create the following committees:
Building Committee, Public Outreach, Finance Committee
seconded by Jean Strong. Unanimous approval.

Special Request from PRML Friends – Suzanne moved, Nancy 2nd to donate filing cabinet to PRML Friends. Unanimous approval.

Administration –

Correspondence – emails *in re* file cabinet, Right to Know request from PRML Friends Cindy Heath.

Approval of Minutes

11/6/17 Minutes to be copied and reviewed by Board for approval

2/12/18 regular meeting Minutes –

Suzanne moved, Nancy 2nd to approve. Unanimous approval.

3/5/18 regular meeting Minutes –

Suzanne moved, Richard Davidson 2nd to approve. SS,RD,JS, voted to approve. NL, SB abstained. Minutes approved.

Donations -

Mary King reported NH Tel Association gift in memory of Howard Cellis for books on technology, and gift of \$75.00 from Hanover Garden Club to be used for books. Mary expressed thanks for support from PRML Friends. She noted plan to acquire new lock which allows access to Meeting Room for public events while keeping the rest of PRML secure. Mary reported on the unfortunate crash of the NH State Library Interlibrary Loan system, and observed that, with little financial support from state government, the system is not likely to return.

Mary concluded her report with kudos to the staffs of both Meriden Library and Philip Read Memorial, and expressed enthusiasm for the successes of the programs for youngsters.

Public Comment – none

Adjournment – Suzanne moved to adjourn, Nancy seconded. Unanimous ‘aye’.
Meeting adjourned 8:45 p.m.

Respectfully submitted,

Richard B. Davidson, Secretary

Plainfield Libraries Board of Trustees
Minutes of June 18,2018
Philip Read Memorial Library
7:00 PM
APPROVED MINUTES

Present: Suzanne Spencer, Jean Strong, Richard Davidson, Stephanie Berman, Mary King, Director Absent: Nancy Liston (travel)

Call to order- 7:00 PM

Suzanne Spencer called for Approval of the agenda with the agreement that the agenda would not be changed once approved, as has been practice for the past year: Suzanne moved to approve tonight's agenda.

Jean Strong- seconds approval

All voted in favor

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

Ruth Stalker asked how many Cornish residents have paid \$40 for membership so far. Mary King said she did not have exact numbers, but some have paid in advance of the July 1 start date.

No other questions from community members attending.

Comments:

Bonnie Swift had 2 corrections to the April minutes. The board decided to table approval of those draft minutes to review her concerns.

Nancy Roy, Nancy Norwalk spoke in defense of keeping the library systems between Cornish and Plainfield/Meriden libraries free for all citizens in both towns. Nancy Roy handed the board her speech, which will be placed in the correspondence binder.

Ron Eberhardt, Terri Crane, Dick Davidson, Stephanie Berman, Suzanne Spencer spoke in defense of the library use policy. Ron Eberhart handed a letter to the board to be placed in the correspondence binder. Ron said that Cornish has 69 percent of the population of Plainfield, but spends \$14,000 on its library. Plainfield spends \$156,000 on its two libraries. Suzanne responded to one letter that contained a

statement about joint school efforts between the towns. She said that the town of Cornish paid \$143,936 for SAU services from Plainfield for the current school year.

Administration:

HOLD ON Approval of Minutes until corrected (see above request)

The Board of Trustees received four letters from Ruth Stalker, Margaret Drye, Diane Rogers, and Loretta Weitzel defending the free use of the Plainfield/Meriden Libraries for the town of Cornish citizens, which were filed. The board also received a letter from Nancy Norwalk about the shed, but it did not contain what the board voted on requesting to receive from the Friends of PRML.

REPORTS:

Mary-Director Report:

- Evergreen Database-working on training
- April -May activities and statistics
- Brad Atwater –working on locks building maintenance and repair of door and completion of basement to save money and paying for these comes from past funds.
- Donation- to Meriden library, “in Memory of Millie Steele for \$250 for building committee of Meriden Library only use, per request of her family.”
- Any money (checks) for non-resident fee are going to be made to: The Town of Plainfield-this year.
- July 4th-Weds- PRML will be open for Public use from 0930-1230 PM. Two Board of Trustees must be present, one on each floor at any time that the building is open. Any Volunteers to help will go through Mary King, who will make decisions based on the board-approved Volunteer Policy. Dick and Jean agreed to have the library open and follow all agreed procedures.
- Treasury: Emily Sands is volunteer bookkeeper for quickbooks. Will meet with Jean and Emily. Electric and Oil bills discussed. Salary line is on track for employees at this time in the year.

Working group:

Mary King’s contract was approved and change made from two year to three-year contract.

A motion was made by Suzanne Spencer to approve Mary King’s contract for three years.

Second Motion by Jean Strong

All voted in favor

- **Policy committee**-Mary King met with a consultant about help with receiving the Special Collections. This was ultimately tabled to July meeting for further review from the Board members.
- **Finance Committee**- Board of Trustees need a second person assigned that is approved to sign checks should Jean Strong be unable to do so going forward. Suzanne Spencer motioned to add Richard Davidson as the second

person able to sign checks for the Board of Trustees. Jean Strong seconded this motion. All voted in favor.

PUBLIC COMMENTS:

- Clint, Swift, Bonnie Swift, Nancy Roy, Nancy Norwalk and Diane Rogers spoke about wanting the Cornish residents to remain using the Plainfield/Meriden Libraries for free.
- Diane Rogers also had questions about Volunteering on July 4 in the PRML- defer to Mary King for policy.
- Nancy Norwalk voiced support of keeping the PRML open due to how many visitors they have booked in the past and how it helps for support of the PRML.
- Ron Eberhardt spoke again about support of going forward without hard feelings between towns/neighbors.

Suzanne Spencer motioned to adjourn meeting.

Stephanie Berman Seconded motion.

All approved motion to adjourn

Meeting adjourned at 8:14PM

Respectfully submitted,
Stephanie Trout Berman

Plainfield Libraries Board of Trustees
Minutes of August 2, 2018
Philip Read Memorial Library
2:04 PM
Draft Minutes

Present: Suzanne Spencer, Jean Strong, Richard Davidson, Stephanie Berman, Nancy Liston and Mary King, Director

Call to Order at 2:04PM

Suzanne Spencer called for Approval of the Agenda with the agreement that the agenda would not be changed once approved, as has been practice for the past year: Nancy Liston seconded motion. All approved.

Non-Public session announcement (RSA 91-A:3) if necessary :

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Public Comment:

Nancy Norwalk clarified that she “did answer the question” in meeting notes from April 2, 2018, that were requested of her, regarding the Plainfield Library Shed. The present meeting notes reflect/ state she did not answer the request, and Nancy N. would like this changed/struck from the notes.

Suzanne Spencer: Clarified that she wanted documentation of the donation from the original planning board minutes if it was the planning board that approved the use of the shed, not a recollection what was approved eight years later.

Board of Trustees reviewing the April 2, 2018 Meeting minutes by Richard Davidson, for request of change by Bonnie Swift for FPRML to “remain neutral” for the support of the 2018 warrant article to help make the Meriden Library ADA compliant, (from what the original meeting notes said that “both friends groups supported. Suzanne asked Nancy Norwalk if the PRML friends voted to remain neutral. Nancy Norwalk said she wasn’t sure, but she said that the PRML Friend have a history of not taking sides in political issues. The board noted that the PRML Friends voted unanimously in 2015 to support Dennis Girouard’s warrant article to divide the board. Richard will correct the minutes.

Suzanne Spencer Motion the April 2, 2018 minutes be approved with changes. Jean Strong seconded. All in favor

Originally the meeting notes from June 18, 2018 were approved with the Motion to approve by Suzanne Spencer and Nancy Liston seconded. All approved. But then there were 3 changes noted that were requested from Board members: Richard for a grammatical change and two from Nancy Liston (email from vacation) about the wording of two different areas of Mary King's report as Stephanie Berman had written in the minutes. Noted changes, then corrected and sent to BCC Board, Mary King, Director and to Steve Halleran to print and place in the Correspondence Binder.

November 6, 2017 minutes – The board clarified that an email sent from Bonnie Swift in October 2017 requested that Suzanne contact Terri Knowles. Suzanne did so in early November. Terri Knowles informed the board that a complaint had been filed against it, but also expressed concern when she heard that the PRML Friends were giving money to groups other than the library, which was not allowed in their articles of agreement on file with her office. Terri Knowles said she would contact Bonnie Swift about her concern, per Suzanne Spencer's notes. Suzanne Spencer motioned to approve Nov 6, 2017 Meeting Notes with changes. Dick Davidson seconded it. Five in favor, One abstention.

Director's reports:

Circulation data – Suzanne noted that circulation has increased significantly at PRML. Mary attributed it to “weeding,” or removing, outdated and uncirculated books.

Nancy Liston- praising Mary and her staff

- Positive staff (Terri Crane with summer reading program) –went into schools to promote.
- Programming at both libraries are great
- The Rock's Program is a National program –promotes kindness

Mary UPDATES:

1-Review of new web page:

● Version 3 of web page home page/colors are more green and blues
Programs /slideshows of what is new/ most important info on top half of page/new books listed/ bottom direct links will be working on

- Streaming movie service use: Kanopy work in progress/charged per use/streaming/films/Kanopy Kids (\$2), can set credits for patrons
- Public performance license-stream and have programs for school
- KUA Library/Marianna McKim has shown interest in sharing and may be able to help with expense
- This is a work in progress and Trustees will review before it goes live

2-Facilities:

- **Door** on south side PRML-rot in casing/replace door (2004) water pooling and roof run off/interior of floor tiles need repair/ frame needs changing. Earmarked funds for library funds-must be done this year. Steve Halleran to discuss with Brad Atwater as timing of follow up.
- **Keys:** 3 doors that need locks so Main library PRML can be closed off while patrons use the basement meeting room as social functions. Brad has ideas to save money but needs to be done soon with deadbolts. Broken window needs repair too. Steve Halleran to discuss with Brad Atwater as timing of follow up.
- **Electronic key** for rear entry-codes. Brad feels he can do it cheaper.
- **Oil for Both Libraries:** Mary King has done some research on oil for this season. Discussion ensued that we have had contracts before/ Simple Energy-\$2.85/gallon/Market PLUS 5-is this risky to lock in?-Irving \$2.69/gal. Rack \$2.70 /Fuel Club=Rack Plus 5 /do we want to set a price now? Usually the Treasurer takes over /2700 gallons for both libraries/year. Suzanne Spencer makes the motion to allow Jean Strong Treasurer (in consultation with Director Mary King) to sign a contract for oil for 2018-2019. All in favor.

Questions To Mary King from Nancy Liston:

- New janitor-"ok"
- "LUV Group"-(Librarians of the Upper Valley)/Montshire /"nothing happening"
- Update VN article -Mary indicated she had not had complaints regarding change to Cornish residents library membership.
- New Policy: 15 paid members from Cornish/sent out 100 letters and received /returned 20 back with wrong address
- Jim Kenyon - Nancy Liston spoke with him. She said that her discussion with him indicated that the big complaints were coming from a small group in Plainfield, not Cornish. Suzanne said she looked at both the Cornish library board and select board minutes for June, and there were no complaints in either.
- Nancy Liston -member of policy committee-requesting list of dates and policies so they can be reviewed and in compliance
- Bylaws/how often updated and reviewed/electronically reminder
- Suggest to put policies on website

Treasurer:

Fuel info as discussed above

Update from Mary about Programs and phone bill-(Mary will check in Emily), Both libraries paying \$1000 each for the online catalog.

Working Groups and Special Topics:

- Contract proposal-Special Collections

- Reasonable proposal for \$400 for 20 hours for Professional Consultation for Julia Logan-pull from budget –Suggestion made that maybe friends of PRML will donate some of cost?
- Nancy Liston can help with policies for Special Collections
- Motion made by Suzanne Spencer to Approve contract for special collections project /review. Seconded by Stephanie Berman. All approve
- **Fourth of July-PRML-** Suzanne noted that two trustees were not in the building the entire time that the library was open, as was agreed to by the board. Dick said he felt that the library was well supervised, and that one trustee was on the library lawn when there were only a few people in the building. He said he felt it was important to keep open during the Fourth of July as it is a town tradition. The board said that will discuss on a future date, but board agreements need to be followed.

Meriden Building update:

- Good update from builders with presentation for public and Town Trustees
- Suggested to hold the same presentation at a Plainfield Library Trustees meeting, possibly Sept. meeting to present (Sept 17, 2018)
- Philip Reed Library will host a public forum to bring in the model
- The Model resides at Meriden Town Hall
- The board discussed the July 18 select board meeting where the Meriden Library building committee presented its work to the select board and the public. Nancy Liston said she was disappointed about what happened during/after the presentation by the ML Building committee. Nancy Liston supports the freedom of speech and different opinions, but when Diane Rogers, (the only member of the public present), turned to Judy Hallam, (member of the building committee), during the meeting and demanded to know why she didn't use PRML. The board expressed disappointment in this incident.

Public comment:

Nancy Norwalk suggests that Library Trustees Board set a consistent meeting time. The board noted that the Library Trustees try to consistently set meeting dates for the 3rd Monday of the month at 7PM, that can't always happen because of holidays and attendance issues. The board makes every effort to set and warn meetings well in advance. The 7/30 meeting was warned months in advance but cancelled at the last minute because Nancy Norwalk informed the board right before the meeting was about to start that the meeting warning posting was not visible on 12A. The Mon evening meeting (7/30/18) was postponed to Thurs. 8/2/18 at 2PM so that the majority of Trustees could make it.

Ron Eberhart –stated that the Public Postings of meetings will officially be on the Plainfield Town website and Meriden Town Hall.

Future meetings Plainfield Library Trustees: (Planned through 2018) (Subject to change if needed)

Sept 17-third MON 7PM-PRML

Oct 15-third MON 7PM -Meriden

Nov 19-third MON 7PM-PRML

Dec 17-third MON 7PM- Meriden

Nancy Liston motioned to adjourn. Suzanne Spenser seconded- All in favor.

Adjourn 3:28PM

Respectfully submitted: Stephanie Trout Berman

Plainfield Libraries Board of Trustees
Minutes of August 2, 2018
Philip Read Memorial Library
2:04 PM

Approved Minutes

Present: Suzanne Spencer, Jean Strong, Richard Davidson, Stephanie Berman, Nancy Liston and Mary King, Director

Call to Order at 2:04PM

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Nancy Norwalk clarified that she “did answer the question” in meeting notes from April 2, 2018, that were requested of her, regarding the Plainfield Library Shed. The present meeting notes reflect/ state she did not answer the request, and Nancy N. would like this changed/struck from the notes.

Suzanne Spencer: Clarified that she wanted documentation of the donation from the original planning board minutes if it was the planning board that approved the use of the shed, not a recollection what was approved eight years later.

Board of Trustees reviewing the April 2, 2018 Meeting minutes by Richard Davidson, for request of change by Bonnie Swift to state that the Friends of the Philip Read Memorial Library “remained neutral” for the support of the 2018 warrant article to help make the Meriden Library ADA compliant, (from what the original meeting notes said that “both friends groups supported). The board agreed with this change. Suzanne asked Nancy Norwalk if the PRML friends voted to remain neutral. Nancy Norwalk said she wasn’t sure, but she said that the PRML Friend have a history of not taking sides in political issues. The board noted that the Friends of PRML voted unanimously in 2015 to support Dennis Girouard’s warrant article to divide the board. Richard will correct the minutes.

Suzanne Spencer Motion the April 2, 2018 minutes be approved with changes. Jean Strong seconded. All in favor

Originally the meeting notes from June 18, 2018 were approved with the Motion to approve by Suzanne Spencer and Nancy Liston seconded. All approved. But then there were 3 changes noted that were requested from Board members: Richard for a grammatical change and two from Nancy Liston (email from vacation) about the wording of two different areas of Mary King's report as Stephanie Berman had written in the minutes. Noted changes, then corrected and sent to BCC Board, Mary King, Director and to Steve Halleran to print and place in the Correspondence Binder.

November 6, 2017 minutes – The board clarified that an email sent from Bonnie Swift in October 2017 requested that Suzanne contact Terri Knowles. Suzanne did so in early November. Terri Knowles informed the board that a complaint had been filed against it, but also expressed concern when she heard that the Friends of PRML were giving money to groups other than the library, which was not allowed in their articles of agreement on file with her office. Terri Knowles said she would contact Bonnie Swift about her concern, per Suzanne Spencer's notes. Suzanne Spencer motioned to approve Nov 6, 2017 Meeting Notes with changes. Dick Davidson seconded it. Five in favor, One abstention.

Director's reports:

Circulation data – Suzanne noted that circulation has increased significantly at PRML. Mary attributed it to "weeding," or removing, outdated and uncirculated books.

Nancy Liston- praising Mary and her staff

- Positive staff (Terri Crane with summer reading program) –went into schools to promote.
- Programming at both libraries are great
- The Rock's Program is a National program –promotes kindness

Mary UPDATES:

1-Review of new web page:

- Version 3 of web page home page/colors are more green and blues

Programs /slideshows of what is new/ most important info on top half of page/new books listed/ bottom direct links will be working on

- Streaming movie service use: Kanopy work in progress/charged per use/streaming/films/Kanopy Kids (\$2), can set credits for patrons
- Public performance license-stream and have programs for school
- KUA Library/Marianna McKim has shown interest in sharing and may be able to help with expense
- This is a work in progress and Trustees will review before it goes live

2-Facilities:

- **Door** on south side PRML-rot in casing/replace door (2004) water pooling and roof run off/interior of floor tiles need repair/ frame needs changing. Earmarked funds for library funds-must be done this year. Steve Halleran to discuss with Brad Atwater as timing of follow up.
- **Keys:** 3 doors that need locks so Main library PRML can be closed off while patrons use the basement meeting room as social functions. Brad has ideas to save money but needs to be done soon with deadbolts. Broken window needs repair too. Steve Halleran to discuss with Brad Atwater as timing of follow up.
- **Electronic key** for rear entry-codes. Brad feels he can do it cheaper.
- **Oil for Both Libraries:** Mary King has done some research on oil for this season. Discussion ensued that we have had contracts before/ Simple Energy-\$2.85/gallon/Market PLUS 5-is this risky to lock in?-Irving \$2.69/gal. Rack \$2.70 /Fuel Club=Rack Plus 5 /do we want to set a price now? Usually the Treasurer takes over /2700 gallons for both libraries/year. Suzanne Spencer makes the motion to allow Jean Strong Treasurer (in consultation with Director Mary King) to sign a contract for oil for 2018-2019. All in favor.

Questions To Mary King from Nancy Liston:

- New janitor-"ok"
- "LUV Group"-(Librarians of the Upper Valley)/Montshire /"nothing happening"
- Update VN article -Mary indicated she had not had complaints regarding change to Cornish residents library membership.
- New Policy: 15 paid members from Cornish/sent out 100 letters and received /returned 20 back with wrong address
- Jim Kenyon - Nancy Liston spoke with him. She said that her discussion with him indicated that the big complaints were coming from a small group in Plainfield, not Cornish. Suzanne said she looked at both the Cornish library board and select board minutes for June, and there were no complaints in either.
- Nancy Liston -member of policy committee-requesting list of dates and policies so they can be reviewed and in compliance
- Bylaws/how often updated and reviewed/electronically reminder
- Suggest to put policies on website

Treasurer:

Fuel info as discussed above

Update from Mary about Programs and phone bill-(Mary will check in Emily), Both libraries paying \$1000 each for the online catalog.

Working Groups and Special Topics:

- Contract proposal-Special Collections

- Reasonable proposal for \$400 for 20 hours for Professional Consultation for Julia Logan-pull from budget –Suggestion made that maybe friends of PRML will donate some of cost?
- Nancy Liston can help with policies for Special Collections
- Motion made by Suzanne Spencer to Approve contract for special collections project /review. Seconded by Stephanie Berman. All approve
- **Fourth of July-PRML-** Suzanne noted that two trustees were not in the building the entire time that the library was open, as was agreed to by the board. Dick said he felt that the library was well supervised, and that one trustee was on the library lawn when there were only a few people in the building. He said he felt it was important to keep open during the Fourth of July as it is a town tradition. The board said that will discuss on a future date, but board agreements need to be followed.

Meriden Building update:

- Good update from builders with presentation for public and Town Trustees
- Suggested to hold the same presentation at a Plainfield Library Trustees meeting, possibly Sept. meeting to present (Sept 17, 2018)
- Philip Read Library will host a public forum to bring in the model
- The Model resides at Meriden Town Hall
- The board discussed the July 18 select board meeting where the Meriden Library building committee presented its work to the select board and the public. Nancy Liston said she was disappointed about what happened during/after the presentation by the ML Building committee. Nancy Liston supports the freedom of speech and different opinions, but expressed concern over the fact that Diane Rogers, (the only member of the public present), turned to Judy Hallam, (member of the building committee), during the meeting and demanded to know why she didn't use PRML. The board expressed disappointment in this incident.

Public comment:

Nancy Norwalk suggests that Library Trustees Board set a consistent meeting time. The board noted that the Library Trustees try to consistently set meeting dates for the 3rd Monday of the month at 7PM, that can't always happen because of holidays and attendance issues. The board makes every effort to set and warn meetings well in advance. The 7/30 meeting was warned months in advance but cancelled at the last minute because Nancy Norwalk informed the board right before the meeting was about to start that the meeting warning posting was not visible on 12A. The Mon evening meeting (7/30/18) was postponed to Thurs. 8/2/18 at 2PM so that the majority of Trustees could make it.

Ron Eberhart –stated that the Public Postings of meetings will officially be on the Plainfield Town website and Meriden Town Hall.

Future meetings Plainfield Library Trustees: (Planned through 2018) (Subject to change if needed)

Sept 17-third MON 7PM-PRML

Oct 15-third MON 7PM -Meriden

Nov 19-third MON 7PM-PRML

Dec 17-third MON 7PM- Meriden

Nancy Liston motioned to adjourn. Suzanne seconded- All in favor.

Adjourn 3:28PM

Respectfully submitted: Stephanie Trout Berman

Plainfield Library Board of Trustees

Monday September 17, 2018
7 pm, PRML

Draft minutes

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

Absent: Steph Berman (traveling)

7:00 Approval of agenda . Suzanne made a motion to approve the agenda with the switch of the building topics flipped to the beginning allowing Brad Atwater to have input after public comment. Dick 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

Working Groups/special topics – Brad Atwater shared with the board covered what the funds will cover for estimates and plans. Suzanne said that she received legal guidance on the spending of trustee funds in advance of the meeting.

Approval of spending of \$14,500 Trustee Designated Funds for building project estimates. Suzanne made a motion to authorize the expenditure of \$14,500 for the purpose of getting detailed plans and estimates for Meriden Library building project. The monies will come from Mascoma Savings Bank account 931148072 which holds the Meriden Building Funds. The monies will be given to the select board and they will approve the expenditure for building plans and estimates. Dick seconded. All voted in favor.

Approval of spending \$500 in 2017 grant money for joint Meriden Library Foundation/Trustee mailing. These monies are also included in trustee designated funds for 2018. Suzanne made a motion that the trustees approve the expenditure of \$500 in 2017 grant money for to cover costs associated with a joint

Meriden Library Foundation/Trustee fundraising mailing. Jean seconded. All voted in favor. The trustees can review a draft of the joint letter at the next regular meeting.

The board can write a letter in support of grant applications filed by the Meriden Library Foundation. The board will review applications at future meetings and can agree to letters of support on a case by case basis.

Administration

- a. Approval of Minutes: August 2 The chair spoke with town counsel about Bonnie Swift's correction request, and he advised no correction is appropriate. We will add a clarification to these minutes that Terri Knowles sent an email to Bonnie Swift on 1/22/2018 which was forwarded to the board in her email. It states "We do not have a formal complaint." The board thanked Bonnie for her clarification. Suzanne made a motion to approve minutes typos discussed corrected. Nancy Liston seconded. All voted in favor.
 - b. Correspondence – Evan Oxenham wrote with a Right to Know request for the utility bills. The board responded with the help of Emily Sands. Bonnie Swift had a right to know request and the board responded after discussing it with town counsel.
 - c. Other – Library advertisements – The board discussed issues with that did not come from the director or trustees that have contained inaccurate information about the library system. While the director and board may not be able to prevent that completely, the board noted that one was recently posted on the town website stating that there would be an "Open House" on July 4 that the board did not discuss or approve. Suzanne made a motion that the board request that the town office have the library director or board review any outside advertisements about the library for the town website or social media page before they are posted. Nancy Liston seconded. All voted in favor.
- Shed - The board discussed the fact that now that the shed is close to empty, it might be a good time to review its original intended purpose before it gets refilled with donated books. The board has received conflicting information over the years as to why it was donated, and the board has not received original documentation of the donation, despite a previous request. The board discussed that during this meeting it would not be making any final decision about the shed but merely hitting "pause" on its use so that we can be sure that it is being used appropriately.
- Suzanne made a motion that as of today, September 17, 2018, nothing new goes into the shed until the trustees have the chance to review any original documentation in the form of original minutes or other original statements about the donation of the shed as requested and its intended purpose. Nancy Liston seconded. Jean, Suzanne, and Nancy Liston voted in favor. Dick abstained.

Reports

- a. Director – Suzanne noted that the circulation stats for the Philip Read Memorial Library have continued to improve. She said that Corey Taber Field is closed this fall, which could result in

- a dip in visits and circulation in September and October, as many families from Meriden and East Plainfield visit it during K-2 practices that are normally held there. The board discussed door replacement and keyless entry at PRML.
- b. Treasurer – after discussing finances, the board discussed donations from the Friends of the Philip Read Memorial Library. Mary King said she receives donations from the Friends of PRML for most but not all of her requests. The board discussed that having a relationship with a Friends group for which we could not reach an agreement on an MOU is uncharted territory. The board discussed the fact that the Friends of PRML may donate what and to where they wish, but we could make donations for air conditioning a possible priority going forward, as this need was repeatedly brought to the board's attention in the past. The board also agreed to make it clear in the new website that individuals can donate directly to the library system to support director goals.

Public comment:

Nancy Norwalk said she gave copies of the planning board minutes for the original donation of the shed to the board secretary. Board members said they did not receive them. Dick asked Nancy if she could provide copies for each board member. Nancy Norwalk said that she would. Nancy Norwalk expressed concerns about future book sales without use of the shed. The board reiterated that it did not make any final decision on shed use, but is simply wanting to review original documentation before it gets refilled with donations.

8:30 Suzanne made a motion to adjourn. Jean seconded. All voted in favor.

Plainfield Library Board of Trustees

October 24, 2018

Meriden Town Hall

Draft Minutes

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

Absent: Nancy Liston (traveling)

8:33 am Suzanne made a motion that our agenda will consist of discussing and possibly approving the joint letter with the Meriden Library Foundation for fundraising purposes. Jean Seconded. All voted in favor.

Suzanne made a motion to approve the draft letter with the provision that updated information can be added as noted in the draft. Jeanne seconded. All voted in favor.

A copy of the draft letter was provided to Nancy Norwalk who attended the meeting.

8:38 am Suzanne made a motion to adjourn the meeting. Jeanne seconded. All voted in favor.

Plainfield Library Board of Trustees

Monday November 5, 2018
7 pm, Meriden Library

Present: Jean Strong, Dick Davidson, Suzanne Spencer, Mary King, director
Absent: Nancy Liston (illness)

7:03 Approval of agenda – Suzanne made a motion to approve the agenda with the addition of Emily Sands participating during the budget discussion and to have correspondence go before the approval of previous minutes. Dick 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.

Budget Presentation –Emily Sands gave the budget presentation. She noted that fuel costs are up though our price is locked in, and town employees’ cost of living increase went up 2%. The overall proposed 2019 budget is up about 2%.

Public comment on proposed budget:

Bonnie Swift asked how many full time vs. part time employees. Mary King said her position as director is considered full time at 34 hours per week. There are seven part time employees.

Trustee discussion/budget approval – Mary noted that at 34 hours per week she is full time and gets health benefits but no pension. If the library were to hire a new director down the road, we may need to make the position 35 hours/week with a pension to be more competitive.

Suzanne made a motion to approve the budget as presented. Dick seconded. All voted in favor. The board thanked Emily Sands for her assistance with the budget.

7:24- 7:32 break.

Regular business

General public comment – no public comment.

PRML facilities issues – Brad Atwater, town facilities manager came to address facilities issues at PRML.

Keyless entry: Brad said that there has been difficulty finding an authorized installer for the library because the commercial system is so small compared to others. He is working with a dealer to be able to work with a local electrician to install the system. The library has commercial panic bar exits which prevent us from using simple home systems.

old shed: Brad said that the last obstacle to removing the snow blower will gone this week, Rich Collins will take the shed.

Door replacement: Brad said work on replacing the new door will begin Wednesday and all the parts are on hand. He will be able to reuse the existing trim.

Administration

- a. Correspondence – Bonnie Swift and Nancy Norwalk. Town counsel did not recommend any correction or action regarding Bonnie’s request.
- a. Approval of Minutes – 9/17 and 10/24 – Suzanne made a motion to approve the 9/17 minutes and 10/24 minutes. Jean seconded. All voted in favor.
- b. Appointment of secretary – The board thank Step Berman for serving on the board. Suzanne made a motion to nominate Dick Davidson as secretary. Jean Seconded. All voted in favor.
- c. Tasker grant –The director has historically applied for grants without board involvement. Mary has asked the chair for help this year. Because of the different process Suzanne asked for board approval. The grant request would be for donation to the Meriden Library building effort. Suzanne made a motion to apply for a tasker grant of several thousand dollars with the trustees with trustee involvement and approval. The director and chair will sign the letter. Dick seconded. All voted in favor.
- d. Other – legal review of shed concerns – Suzanne made a motion to request that town counsel review documentation regarding the original shed donation and any legal requirements regarding its use. Jean seconded. Dick abstained.

Reports

- a. Director – the board noted the improving circulation and patron visit statistics at PRML.
- b. Treasurer

Public comment – Nancy Norwalk commented on the use of the shed for book sales and expressed concerns about losing donations. When asked if all the 2018 book sale proceeds would go to the library, she said she not sure and that the decision would be up to the Friends of PRML.

Terri Crane – asked about the size of the Tasker Bridge request that the board would be making. The director and the board responded that while the request this year would be larger, the need is larger, and the library system has historically made small requests.

8:28 Suzanne made a motion to adjourn the meeting. Dick seconded. All voted in favor.

Plainfield Library Board of Trustees Meeting
Philip Read Memorial Library
Monday, Dec. 17, 2018

Draft Minutes

7:00 p.m. –Board Chair Suzanne Spenser called meeting to order. Present: Suzanne Spenser, Jean Strong, Richard Atkinson, Richard Davidson; Mary King, Dir. Absent: Nancy Liston

Suzanne noted non-public session announcement (RSA91-A3), welcomed Richard Atkinson as interim Board member.

Suzanne moved to approve the agenda with addition of report by Brad Atwater on building projects. 2nd:Richard Davidson. Unanimous approval.

Public Comment:

Question as to derivation of brochure recommending Meriden Library project and funding. Brad Atwater explained process leading toward Town Meeting vote 3/19 on whether to move ahead with new facility. Brad reminded all present that the funds allocated thus far are for research and design, and that the Town will vote at the 3/19 Town Meeting on whether the new Meriden library will be built. Helen Bohener asked about what she said were misstatements in a brochure she received. The board said that it did not write or approve the brochure.

Brad Atwater – PRML Building update

The door has been replaced. New parts have been ordered to do the keyless entry and work can begin when they arrive. The old shed is ready to be removed.

Administration:

- a.) approval of 11/15/18 Minutes. Suzanne moved to approve, Richard Davidson seconded. Suzanne, Dick, and Jean voted to approve. Richard Atkinson abstained.
- b.) Correspondence – none
- c.) the board agreed to future meeting dates - 1/14/19 @ Meriden Library, 2/11/19 @ PRML, 4/8 @ ML.
Unanimous approval.
- d.) Discussion of storage shed concerns: Suzanne noted that legal advice is to give shed to PRML Friends, and shed to be removed from present site, the Board being legally liable in that the shed is on Library property. The department labor can and has done inspections of public buildings, and in 2016 it found conditions in a large basement storage room at PRML created unsafe working conditions for employees. The friends use of

the shed on library property also requires staff assistance. The staff distributes the key and has to pick up and remove books that people donate when the library is closed by just leaving them on steps, which creates a safety hazard. People also put donated books in the book drop, which also have to be moved to the shed. The trustees have custody of all library property, and the Friends of PRML have to request permission to make any physical changes to the shed, including simply adding a lightbulb. The board agreed to table the recommendation of legal counsel to offer the shed to the Friends of PRML for removal.

Reports:

- a.) Director's Report: Mary King made a presentation demonstrating new Plainfield Libraries website, the site to be completed within approximately a month. She also presented statistical review of usage in both facilities, noting general vigor in number of visits, program participation, and usage despite nasty late autumn weather.
- b.) Treasurer's Report: Mary King presented. Year-to-date figures do not include anticipated late-December oil delivery and electricity charges, which will diminish overall surplus of \$2,179.21 figure; *i.e.* the anticipation is for a balanced budget record for 2018.
- c. Mary King presented the new Library logo. Much praise from all. Suzanne moved, Richard A 2nd, to approve. Unanimous approval.

Working groups/ special projects:

- a.) Finance – in January Richard D and Jean S will arrange to have Richard as 2nd designated signer of library account checks. Suzanne said that if there was any problem, she would be happy to join them at the bank to assist, but would need to warn it as meeting as a quorum would be together.
- b.) Policy – Motion by Suzanne, 2nd Richard D, to remove the following sentence from Plainfield Libraries Use of Library Materials Policy: "Residents of a town with whom we have a reciprocity agreement are eligible for a library card at no charge." Unanimous approval.

Public Comment:

In regards to Cornish reciprocity, Nancy Norwalk said that there had been joint agreement. Bonnie Swift said that there had never been a claim that PRML Friends Group owned the shed. Clint Swift reminded that primary source of Friends donations derived from goods stored in shed. Mary King noted that without a Memorandum of Understanding with the PRML Friends group, there remain troublesome ambiguities as to final decision on shed use. She said that she has stopped attending meetings of the Friends of Philip Read Memorial Library.

8:17 - Suzanne moved to adjourn, Jean 2nd, to adjourn. Unanimous to adjourn.

Respectfully submitted,

Richard Davidson, Acting Sec.