

Board of Trustees, Plainfield Town Libraries  
Draft Minutes of January 14, 2019 Meeting  
Meriden Library  
7:00 p.m.  
**Draft Minutes**

Present: Suzanne Spencer, Jean Strong, Nancy Liston,  
Richard Atkinson, Richard Davidson

7:02 – Chair Suzanne Spencer called meeting to order. Nancy Liston moved to approve the agenda, Jean Strong seconded. Agenda approved unanimously.

Non-public session announcement (RAS 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 –  
There was no public comment.

Meriden Library Warrant Article –  
Suzanne invited Town Manager Stephen Halleran to present to the Board schedule and explanation on subject of Meriden Library building project. Steve reminded that budget hearings will take place 1/16/19 and 2/6/19 as precursor to inclusion in Town Report. Suzanne made a motion that the library board endorse the draft warrant article for the Meriden Library rebuilding project. Jean seconded. Unanimous approval.

Updated 2019 budget – Suzanne made a motion that the library board of trustees approve the updated budget for 2019. Nancy Liston seconded. Unanimous approval.

Administration –  
1. Approval of 12/18/18 Library Board Meeting Minutes postponed to next meeting because one Board member had not received draft copy.  
2. Correspondence – The board received a Right to Know Request from Bonnie Swift. The board responded to her request.  
3. Plainfacts clarification: An article in Plainfacts on behalf of the Friends of PRML stated that their gave the library funds to cover half of the new library website. The correct information is that the Friends of PRML donation

covered one fourth. The board noted that it did not think the factual error made in the printed publication was made intentionally.

#### Reports –

Director's Report – Mary King presented summary of ML, PRML and Special Programs, and summary of activities and projects: adult fiction and reshelving complete, Regional Collection Development group meeting, installation at both PRML and ML of Evergreen system upgrade, review with Emily Sands of year-end closing of books, attendance at meetings of ML Building Committee and ML Foundation.

Treasurer's Report – presentation by Mary King of report developed by Emily Sands – Profit and Loss by class, net income negative numbers small - \$455.75 ML, \$879.34 PRM - encumbered for remaining building funds. There was no overspending in line item appropriations.

Mary King concluded her reports with rapt thanks to Emily Sands. The board concurred with its appreciation for Emily Sands' ongoing assistance with library bookkeeping and finance.

A letter to Emily expressing the Board's appreciation will be drafted by Richard Davidson and reviewed and signed by all members.

#### HR working group –

The board will do the director review and ideally finalize it during the next regular meeting. Mary King will do a job performance self-evaluation. A Director Review form will be emailed to the Board as part of annual Director evaluation.

#### Special Topic – Storage Shed Use

Ongoing discussion – potential liabilities/random book and materials drop-offs/historic premise of shed and need for Friends storage/ difficulty inherent in absence of MOU between Board and PRML Friends/town counsel recommendation that shed be donated to the PRML friends and removed from library property.

Richard Atkinson proposed Board member or members get together with Friends to sort out complexity of this matter, and, with input from Director Mary King, propose resolution. Suzanne moved, Nancy Liston seconded that subcommittee of the Board (Richard Atkinson, Richard Davidson) meet with members of PRML Friends group to discuss this issue and propose steps to resolution. Unanimous approval. Any subcommittee meetings are public meetings and must be properly warned. Minutes must be made available within 5 business days of the meeting.

#### Public Comment –

Nancy Norwalk apologized for and will correct the previously noted error of \$2000 in Friends report in Plainfacts.

Query *in re* source of \$44,000 \_\_\_\_\_; note of trustee contribution

of \$14,500.

Adjournment –7:58 pm. Motion by Suzanne, 2<sup>nd</sup> Nancy Liston,  
to adjourn. Unanimous approval.

## Plainfield Board of Trustees

Monday, February 11, 2019

7 pm, PRML

Draft Minutes

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

7:03 pm - Meeting called to order. Chr. Suzanne Spencer moved to approve agenda with addition of Selectman Ron Eberhart to join the discussions about the shed if he wanted. Nancy Liston, 2<sup>nd</sup>. Approval unanimous.

Nonpublic 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 – Nancy Norwalk noted some concerns over the amended proposed for the materials policy.

Administration –

a. Board Meeting Minutes of 12/17/18 and 1/14/19 were reviewed; Suzanne moved, Jean Strong 2<sup>nd</sup> to approve 12/17/18 Minutes with the following corrections and additions: the spelling of Helen Koehler’s last name corrected. Also added the detail that because the shed under discussion was donated in 2010 and was valued at less than 5K then (there was no public hearing to accept the donation required if it was valued at 5K or more), that with depreciation the shed may be worth 1K in 2019.

SS, JS, RA, RD voted aye, NL abstained because of having been unable to attend December meeting. SS moved, JS 2<sup>nd</sup> to approve 1/14/19 Minutes. Unanimous approval: SS,JS,NL,RA,RD.

b. Correspondence – no correspondence

c. Budget Hearing responses/comments – in response to a comment at the second hearing, Suzanne noted that the Board has made every

effort to treat both PRML and Meriden Library equally in every way possible. Each library has the same number of hours, staffing levels and materials budgets. The Board wants both libraries to thrive.

#### Reports –

a. Director’s Report – Suzanne noted excellent circulation numbers at PRML Mary King described great turn-out to recent Cookbook Book Group. Downloadables up 400 in first month.

Goal for web page to be up is April 1. Doorlock/keyless entry established.

b. Treasurer’s Report – forthcoming.

#### Working Groups/Special Projects –

a. Policy working group–

Special Collections Policy – 1<sup>st</sup> reading

SS made a motion to approve the first reading of the Special Collections Policy. NL Seconded. All voted in favor.

Suzanne made a motion to waive a reading of the Amended Collection, Selection, and Retention Policy. JS seconded.

NL felt that the changes were extensive enough that she wanted to read the policy out loud.

Suzanne moved, Jean 2<sup>nd</sup> to approve the Collection, Selection, and Retention Policy as amended. Unanimous approval.

b. Shed subcommittee – The Board discussed the committee’s recommendations:

Rec #1: The town record is clear that the town of Plainfield owns the shed. If there are issues imposed on staff of the libraries regarding use of the shed, they should be put in writing and presented to the Board.

The director felt that it was unreasonable for the staff to have to put in writing problems with the shed. Having the book shed on library property necessarily puts a burden on staff and requires staff time at taxpayer expense.

Rec #3 (taken out of order at trustee request): to investigate setting up semi-annual meetings between a sub-committee of the Board, representatives of the Friends of ML and the director for purpose of discussing mutual objectives and issues that may arise.

Board response: This is a solution in search of a

problem. There have been and are no significant boundary issues or problems between director or trustees and FOML. The trustees follow American Library Association's best practice guidelines, as do director and FOML, which eliminates problems.

Rec #2: Set up semi-annual meetings between a sub-committee of the Board, representatives of the PRML Friends and library director for the purpose of discussing mutual objectives and issues that may arise.

The director felt that the board-approved MOU solves these problems. The board noted that the PRML Friends do not follow ALA guidelines for Friends groups, which has led to many of the boundary issues. There are ample 'best practice' guidelines and recommendations for library friends groups on NH Library Trustee and ALA websites, including MOUs that are identical to the one the board approved and has in place with FOML.

Rec #4: Formally recognize contributions made to the libraries by both friends groups.

The board feels that it does recognize the contributions of both friends groups.

At conclusion of discussion, SS moved, NL 2<sup>nd</sup> that on the advice of town counsel, storage shed be offered to PRML Friends, to be removed from PRML property. NL 2<sup>nd</sup>. Affirmative: SS, NL, JS. Negative: RA, RD. Motion passed.

8:03 – Suzanne made motion to enter nonpublic session under RSA 91-A:3 © Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. Mary King consented to nonpublic session.

Nancy Liston 2<sup>nd</sup>. Roll call vote:

Nancy Liston – yes  
Richard Davidson – yes  
Suzanne Spencer – yes  
Jean Strong – yes  
Richard Atkinson – yes

Nonpublic Session

9:23 Return to public session. Suzanne made motion to enter public session. Nancy Liston seconded. All voted in favor.

Suzanne made motion to seal nonpublic minutes. Nancy Liston seconded. Roll call vote:

Nancy Liston – yes  
Richard Davidson – yes  
Suzanne Spencer – yes  
Jean Strong – yes  
Richard Atkinson – yes

Suzanne made motion to approve Mary King’s Performance Review. NL 2<sup>nd</sup>. All voted in favor.

9:33 Suzanne made motion to adjourn. Nancy Liston 2<sup>nd</sup>. All voted in favor. Meeting adjourned.

Respectfully submitted,

Richard Davidson, Secretary

## Plainfield Library Board of Trustees

Wednesday February 20, 2019  
Meriden Town Hall

Present: Richard Davidson, Nancy Liston, Suzanne Spencer

Absent: Richard Atkinson, Jean Strong

### Draft minutes

12:31 Suzanne made a motion to approve the draft agenda. Dick Davidson 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.

Suzanne made a motion to rescind the previous vote to donate the shed to the Friends of the Philip Read Memorial Library and table the issue to future meeting to allow for more legal research. Dick seconded. All voted in favor.

Public comment – Nancy Norwalk asked if the shed could be used by the friends until a decision was made. The board responded that it could not without a board vote.

12:34 Suzanne made a motion to adjourn. Nancy Liston seconded. All voted in favor.



**Plainfield Library Board of Trustees  
Draft Minutes of April 8, 2019 Meeting**

Present: Nancy Liston, Chr; Richard Davidson, Jennifer Lenz,  
Judy Ptak, Jeanne Woodward-Poor

7:00 Chair Nancy Liston called meeting to order, welcomed new members to the Board. Nancy moved to approve agenda; 2<sup>nd</sup> Richard Davidson. Approved 4-0 w one abstention.

Public Comment –

Nancy Norwalk, Chr. of PRML Friends, inquired about Friends' use of book shed.

Suzanne Spencer thanked all who ran for trustee position in town election of Library Board.

Town Manager Stephen Halleran recommended to Library Trustees that the Board develop a position on the Meriden Library replacement project, and then, if appropriate, re-appoint a MLB Committee. He noted that without support of Library Trustees, the project cannot proceed.

Administration –

a. Comments by Chair Nancy Liston – Nancy welcomed new Board members, expressed thanks to Suzanne Spencer and Jean Strong for their years of service. She recommended Board members avail themselves of policies available in Town Office, and the facilities of Howe Library; she shared observations concerning Board/Friends of PRML, efforts to reach an MOU. Nancy announced she cannot serve as permanent Board Chair.

b. Approval of 12/18, 1/19 and 2/19 Minutes deferred to enable new members to have opportunity to read them.

c. Correspondence – none

d. Trustee Conference and Handbook – Nancy encouraged Board to attend May NHLA conference and workshops in Manchester, and to obtain NHLA Handbook.

e. Election of officers and committee assignments –

Chair – Richard Davidson elected by 4-0 vote (RD abstained).

Vice Chair – Nancy Liston nominated by Judy Ptak, Jennifer Lenz 2<sup>nd</sup>.  
Unanimous approval.

Treasurer – Jennifer Lenz nominated by Nancy Liston, Judy Ptak 2<sup>nd</sup>.  
Unanimous approval.

(Emily Sands, former Board member, again offered her assistance to the Board Treasurer. The Board is most grateful to Emily for her ongoing help in this important area of Board work.)

Secretary – JP nominated by NL, 2<sup>nd</sup> JW-P. Unanimous approval.

Meriden Friends Trustee Representative - JW-P nominated by NL, 2<sup>nd</sup> by JP. Unanimous approval.

Facilities Committee Liaisons chosen –  
Meriden Library – Jeanne Woodward-Poor  
Philip Read – Richard Davidson

Policy Committee – NL nominated by JL, 2<sup>nd</sup> JW-P. Unanimous approval. JP nominated by JL, 2<sup>nd</sup> JW-P. Unanimous approval.

Finance Committee – JL to serve as Treas., NL for Oversight.

Building Committee – Brad Atwater, Chr.

HR Committee – Board Chair RD (assigned position); JW-P nominated by NL, 2<sup>nd</sup> JP. Unanimous approval.

Representative to Art Committee – NL nominated JL as Trustee Rep., 2<sup>nd</sup> RD. Unanimous approval.

f. Schedule of 2019 Board Meetings: 2<sup>nd</sup> Mondays: 5/13PRML, 6/10ML, 7/8PRML,8/12ML, 9/9PRML, 10/7ML. Mtgs @ 6:30p.m.

#### Reports –

Director’s Report – Director Mary King unable to attend meeting, Printed reports submitted. (The Board expressed best wishes to Mary and family as they celebrate birth of new granddaughter.)

Facilities – Brad Atwater summarized ongoing projects, e.g. conversion from oil to propane, metrics in lighting levels, ongoing painting at both libraries, modification of chair rack to enable efficient storage under stairway in PRML, success of key and coded lock installations.

Treasurer’s Report – Emily Sands distributed ML and PRML spreadsheets, noting that in both libraries the figures are on budget.

Distribution of Materials *in re* ALA information and historical Plainfield Library Board Information.

Suzanne Spencer distributed materials containing information from ALA concerning recommended best practices between boards of trustees and friends groups, along with historical material concerning relationship between Board and PRML Friends Group: copies of correspondence between the two groups 2015-2016 containing record of Board efforts to solicit Friends' input *in re* MOU, and Friends' decision not to engage in discussion of statements reported in local news publications.

Working Groups/ Special Projects – 2<sup>nd</sup> reading of Special Collections Policy and update postponed until next Board meeting.

Public Comment – Mr. Dennis Girouard requested temporary permission for PRML Friends to use book shed for collection and storage of materials for annual PRML book sale. No formal motion followed from Board.

Motion to Adjourn – NL moved, RD 2<sup>nd</sup> to adjourn. Unanimous approval. Meeting adjourned 9:32 p.m.

Respectfully submitted,

Richard B. Davidson, Secretary

## **PLAINFIELD LIBRARY BOARD OF TRUSTEES**

### **Draft Minutes of May 13, 2019 Meeting**

Present: Jennifer Lenz, Jeanne Woodward-Poor, Richard Davidson, Nancy Liston, Judy Ptak

CALL TO ORDER: Meeting called to order at 6:30pm by Richard Davidson (RD).

APPROVAL OF AGENDA: RD moved to approve agenda, 2nd by Jennifer Lenz (JL). RD explained that the agenda was very full and if time became a factor the item to discuss the number of trustees and alternates could be postponed to a future meeting. The agenda was unanimously approved.

PUBLIC COMMENT: Nancy Norwalk asked if there would be a second reading of the Special Collections draft policy. She also had some questions about the Special Collection, Selection, and Retention Policy that had been reviewed and approved at the Feb. 2019 BOT meeting. She asked that the board review this policy again. Nancy Liston (NL) moved to amend the agenda to include a 2nd reading of the Special Collections policy, 2nd by JL, unanimously approved.

Dennis Girouard (DG) informed the board that he makes a recording of each meeting and that he can email a link to access the recording to the board members or others who would like to listen to the meeting.

#### **ADMINISTRATION:**

Approval of minutes - Minutes from the meetings of 12/18/2018, 1/19/2019 and 2/19/2019 need to be dealt with. There are only 2 members remaining on the board who were present at these meetings. RD explained that the Plainfield Town Administrator has advised him that the minutes do not need to be approved, they can be filed without board approval. NL moved to file the minutes as drafted, 2nd by Jeanne Woodward-Poor (JWP), unanimously approved.

Minutes of April 8, 2019 meeting - RD explained a point that needed correction. NL moved to approve the minutes as corrected, 2nd by JL, unanimously approved.

Correspondence - NL felt there were 2 pieces of correspondence from February that had not been dealt with. One piece was determined to be a request for minutes from the Outreach Committee and that this had been dealt with. NL & RD will do some research to try to determine what the other correspondence was. There is no new correspondence.

Donations - Mary King reported that 2 donations were received in March, \$75 from the Hanover Garden Club for the purchase of gardening books, 5 books have been purchased and a Thank You note has been sent and \$200 in memory of Mille Steele to be used for the Meriden Library Building Fund, the money has been deposited in the fund and a Thank You note has been sent.

Second reading of the Special Collections Policy. After some discussion it was decided to change it to Special Collection Policy (singular) and always capitalize Special Collection to help make it clear that there is only 1 special collection.

#### **REPORTS**

Director - MK demonstrated the new library website and explained how the consultant was paid, and that they will be continuing to work with the consultant for minimal monthly support to help with security and updates.

There is no final written report from the consultant who did work with the Special Collection.

Book weeding at the PRML has been completed and the staff is very pleased with the results. It has allowed for better shelving of books. PRML has about 20,000 books and the ML has 10,000 to 11,000 books.

Treasure's Report - JL explained that 50% of the cost of the new website was included under professional services this month, which will be funded from the libraries' fines accounts. Judy Ptak (JP) asked if there was a list of the checks that have been written and bills that are automatically paid. This has not been done in the past, it was decided that this will be provided.

Facilities - Brad Atwater (BA) reported that he has replaced the batteries for the emergency lighting, moved the drop book drop box to the side of the building so people can drive up and return books without getting out of their car, altered the chair storage rack so it fits under the stairs. He also reported that an energy efficiency audit has been done for heating and lighting issues at the PRML. The final report has not yet been received. Some of the preliminary suggestions are to improve the insulation in the ceiling of the old part of the building and convert to LED lights. He also asked that we get clarification on who pays for what in maintenance and repairs. This will need to be clarified with Town Administration. NL asked BA to compile a "to do" list of things that need to be done on a regular schedule, by whom and how often.

#### SPECIAL TOPICS

Presentation by Meriden Library Foundation - Joe Crate, President of the Meriden Library Foundation gave a brief report. They are working to raise the money to replace the Meriden Library building and have a \$200,000 matching grant, they need to raise \$200,000 and this will be matched with \$200,000 from an individual. He asked the board to approve the continued work of the Meriden Library Building Committee. JWP motioned for the board to endorse the Meriden Library Building Committee to continue their study of the replacement of the Meriden Library building, 2nd by RD, passed by 4 to 1 vote.

Review of questions from the April 12 NHLTA orientation - The questions submitted by JL and JP were reviewed and answered.

PRML book storage shed and Friends annual book sale - RD briefly reviewed the history of the shed. After extensive discussion JP moved that the board allow the PRML Friends to use the shed for their 2019 autumn book sale, the 2 groups will evaluate the process, the proceeds will be used to support the PRML, 2nd by RD, unanimously approved.

#### PUBLIC COMMENT/QUESTIONS/DISCUSSION

DG requested that the Special Collection, Selection and Retention Policy be looked at again. Terri Crane asked if there will be a trustee on the Meriden Library Building Committee.

Motion to Adjourn - JWP motioned to adjourn, 2nd by NL, unanimously approved. Meeting adjourned at 10:03pm.

Respectfully submitted by

Judy Ptak  
Secretary

**PLAINFIELD LIBRARY BOARD OF TRUSTEES**  
**Draft Minutes of June 10, 2019 Meeting**  
**Held at Meriden Library**

Present: Trustees - Jennifer Lenz, Jeanne Woodward-Poor, Nancy Liston, Richard Davidson, Judy Ptak  
Library Director – Mary King

CALL TO ORDER: Meeting was called to order at 6:31pm by Richard Davidson (RD) who turned the meeting over to Nancy Liston (NL) the Vice chair.

Approval of Agenda: Jennifer Lenz (JL) moved to approve the agenda, 2<sup>nd</sup> by NL, unanimously approved.

There was no need for a non-public session.

PUBLIC COMMENT: Dennis Girouard (DG) asked if the Special Collection, Selection and Retention policy would be on today's agenda, NL answered "No". This policy was recently reviewed including public comment and 3 readings and approval occurred. We have other policies that the Policy Committee will be reviewing and we can see if we need to review this and refer if necessary to entire board.

ADMINISTRATION:

Approval and correction of minutes – NL explained the there were 2 pieces of correspondence that have not been noted in previous minutes. One should have been noted in the February 2019 minutes and the other in the April 2019 minutes, copies of the correspondence will be included with the minutes of those meetings that are on file in the Town Office.

RD moved that the following be added to the April 2019 minutes to clarify the appointment of JL as Treasurer – "RD moved to appoint JL as Board Treasurer, with

attendant check-signing authority for the Board's Mascoma Bank account and to remove the name of Jean Strong, whose tenure on the Board ended in March 2019, from check-signing authority." Second by NL, unanimously approved.

Approval of May 2019 minutes: Mary King (MK) asked that the May 2019 minutes be corrected to indicate that the \$200 donation was in memory of Jane Witzel. NL explained that the Meriden Building Committee re-establishment vote must indicate who voted how, the minutes will be changed to indicate that NL, JL, Jeanne Woodward-Poor (JWP), RD voted in the affirmative and Judy Ptak (JP) voted in the negative. RD moved to accept the May 2019 with above corrections, 2<sup>nd</sup> by JWP, unanimously approved.

No correspondence has been received.

Third reading of the Special Collections Policy – NL read the Special Collection Policy, there were 3 minor corrections needed. NL moved to accept the Special Collection Policy with the corrections, 2<sup>nd</sup> by JL, unanimously approved.

Length of meeting – Length of meetings was discussed, will try to control length to 2 hours, but with the realization that there may be times when a longer meeting is necessary.

## REPORTS

Directors Report – MK reviewed her reports. She has compiled a binder of the Policies and Procedures (a copy will be available at each library). She has not been able to find a required time for review of policies and procedures in the bylaws, this will need to be looked into. The new library website has been launched and the 2 old sites have been discontinued. She attended the recent meeting of Librarians of the Upper Valley, the meeting was interesting with discussion about working with your local school. MK feels good about our relationship with the school. The newsletter with information about summer programs will be coming out soon. Discussion of Mary's role to determine what library programs are to be offered at both libraries. She is happy to accept ideas but it is her final decision. She reported that collection of books for the PRML Friends Fall book sale is going well and asked

for clarification of the extent of the approval given at last meeting regarding working with the PRML Friends.

Treasurer's Report – JL reviewed her report. MK asked if a line item could be included to reflect expenses for electronic resources (i.e. downloadable books, Kanopy). Reviewed checks that were written last month.

Facilities – Brad Atwater (BA) reported that painting is being done on the outside of both libraries. He is looking into replacement of the hot water heater at the PRML. Three of the top recommendations from the energy audit at the PRML, attic insulation in the old part of the building, switch to LED lights and air sealing, have been approved by the Select Board. Finding money for energy improvements is Town Administrator/Select Board Purview. Some of the funds will come from the utility company, the rest will come from the money that is in the town budget for the libraries. It was noted our Town Administrator has OK'd the highway crew to assist with removal of the clutter built up in the attic under the supervision of MK. Also discussed the relationship between BA, the Trustees, the Select Board and Town Administrator.

#### SPECIAL TOPICS

Town Energy Committee – JL, who is also a member of the Town's Energy Committee reported the Energy Committee would like to help the libraries work toward the "Ready for 100" effort and look at making the building a role model for not using any fossil fuels. JL will work with the PRML trustee facility liaison, RD, on possibilities.

Meriden Library Building Committee – NL moved to appoint the following people to the Meriden Library Building Committee, Jeff Albright, Leeli Bonney, Joe Crate, Suzanne Spencer, Terri Crane, Judy Hallam, Bill Knight, Sean Rogers, JWP Trustee Liaison, Staff/Advisory Brad Atwater, Mary King. Second by JWP, unanimously approved.



NL moved to appoint Shannon Decker as the Chair of the Meriden Library Building Committee, MK had verified that Shannon was willing to chair, 2<sup>nd</sup> by JWP, unanimously approved.

#### PUBLIC COMMENT/QUESTIONS/DISCUSSION

Ron Eberhard shared his thoughts on the PRML and PRML Friends. Nancy Norwalk has reviewed the new library website and found an error in the opening time. Clint Swift noted that the sign at the PRML is need of some improvements and hoped that it could be done by July 4, 2019. He also reported that the Friends of both libraries are working together on a float for the Forth of July Parade. DG asked if any of the trustees knew why the Friends of PRML opposed signing the MOU. Bonnie Swift offered some explanation from past Friends president. NL also shared her view as a trustee of why the PRML friends would not sign ALA Friends MOU as the Meriden Friends had.

New Business: RD, JL, JWP, and JP attended the NH Library Trustee Associations Spring Conference at the end of May. All found it well worth it and learned a lot.

MOTION TO ADJOURN – NL moved to adjourn, 2<sup>nd</sup> by RD, unanimously approved, meeting adjourned at 8:21pm.

Respectfully submitted by

Judy Ptak  
Secretary

**PLAINFIELD LIBRARY BOARD OF TRUSTEES**  
**Draft Minutes of July 8, 2019 Meeting**  
**Held at Phillip Read Memorial Library**

Present: Trustees - Jennifer Lenz, Jeanne Woodward-Poor, Richard Davidson, Judy Ptak  
Library Director – Mary King

Absent: Nancy Liston

CALL TO ORDER at 6:34pm by Richard Davidson (RD)

Approval of Agenda: Jeanne Woodward-Poor (JWP) moved to approve the agenda, 2<sup>nd</sup> by Judy Ptak (JP), unanimously approved.

Announcements: none.

PUBLIC COMMENT: none.

**ADMINISTRATION**

Approval of June 10, 2019 minutes: JP moved to accept the minutes of the June 10, 2019 meeting, 2<sup>nd</sup> by Jennifer Lenz (JL), unanimously approved.

Correspondence: Request from a private group to use the Meriden Library grounds for a yard sale and fund raising event was discussed. The Board decided this was not something that we wanted to allow as there are many issues that could arise if these sorts of events are permitted. Mary King (MK) was asked to get back to the group with the Board's decision.

Request from Clint Swift to Town Administrator and the Board to repair the sign in front of PRML.

Bev Widger sent an email to the Board about the relationship between the Board, MK and the Friends of PRML.

It was discovered that there is a glitch in the group email link and not all members of the Board are getting the emails sent using this link. MK will work on correcting this problem.

#### REPORTS

Director's Report: MK provided statics for the libraries and explained what counted as a visit to the library. The summer programs have been going well and have been well attended. Reviewed upcoming programs and possible Fall programing.

Treasurer's Report: JL reviewed her report.

Facilities Manager's Report: MK gave an update as the Facility Manager was not able to attend. Painting at PRML has been completed and touch up painting has been done at the Meriden Library. They are continuing to get information about replacing the hot water heater at the PRML. There is a plan in place to repair the sign at the PRML.

#### WORKING GROUPS/SPECIAL TOPICS

Policy Committee: JWP reported she, MK & Nancy Liston met and reviewed policies. JWP provided a list of the policies and when they were last reviewed. They found a reference to reviewing policies at least every 5 years. They have a list of 7 policies to begin reviewing. They will meet again to review these policies. They will send the policies with suggested edits, if needed, to the Board for their review. The Board will plan to review 2 polices at future meetings.

Discussion of August Meeting: JWP moved to cancel the August 12, 2019 meeting, 2<sup>nd</sup> by JL. After discussion of the motion it was unanimously approved.

#### NEW BUSINESS

JP asked if the Board of Trustees had a strategic plan and set of goals for the library for 2019. There being no formal plan or goals it was decided that each trustee should come to the next meeting with one goal for the library and work should begin on a Strategic Plan.

MK reported the person who cleans the PRML has resigned and needs to be replaced. She proposed a plan for cleaning services for both buildings that requires every cleaning person to have janitorial insurance. The plan also increases their hourly rate to \$28.00 from the current \$25.00. It is hoped this increase in salary will help offset the cost of the insurance. RD moved to accept the plan, 2<sup>nd</sup> by JL, unanimously approved.

#### PUBLIC COMMENT/QUESTIONS/DISCUSSION

Nancy Norwalk reported that the Friends of PRML and the Friends of Meriden Library worked together on a float for the 4<sup>th</sup> of July parade. It was a very successful collaboration resulting in a great float for the parade.

Clint Swift thanked MK for the update on the status of PRML sign repair.

Bev Widger asked what she could do to help rebuild the relationship between the Trustees, MK and the Friends of PRML. After discussion of the situation it was decided that the Board will review the Friends Group Policy and the MOUs and begin mutual discussion. MK will send the documents to the Board.

MOTION TO ADJOURN made at 7:59pm by JL, 2<sup>nd</sup> by JWP, unanimously approved.

Respectfully submitted by

Judy Ptak  
Secretary

**PLAINFIELD LIBRARY BOARD OF TRUSTEES**  
**Draft Minutes of September 9, 2019 Meeting**  
**Held at Phillip Read Memorial Library**

Present: Trustees - Jennifer Lenz, Jeanne Woodward-Poor, Nancy Liston, Richard Davidson, Judy Ptak  
Library Director – Mary King

CALL TO ORDER at 6:34pm by Richard Davidson (RD).

Approval of Agenda: Nancy Liston (NL) moved to approve the agenda, 2<sup>nd</sup> by Jennifer Lenz (JL), unanimously approved.

Non-Public Session announcement: read by RD, no need for a non-public session.

PUBLIC COMMENT: Dennis Girouard (DG) asked for clarification of the authority and role of the various committees of the Board of Trustees (BOT). The BOT indicated that the committees are advisory.

ADMINISTRATION

Approval of minutes of July 8, 2019 BOT meeting: NL moved to approve the minutes, 2<sup>nd</sup> by JL, unanimously approved.

Correspondence: None

REPORTS

Director's Report: Mary King (MK) reported that in accordance with the Collection, Selection and Retention Policy "A complete weeding was completed at the Philip Read Memorial Library in July 2019". Work on weeding at the Meriden Library will continue. Work continues on the electronic catalog.

The person cleaning the Meriden Library has re-signed, Mindy Taber has submitted a proposal to clean both libraries. After clarifying some wording in the proposal, NL

moved to accept, 2<sup>nd</sup> by RD, unanimously approved.

Heating Fuel Pricing for the 2019-2020 season; Instead of locking into the fixed price for heating fuel, MK proposed that the libraries fuel be bundled into the fuel that the town buys for the other town buildings. MK has discussed this with the Town Administrator, the town is willing to do this and it seems it could result in lower fuel costs for all as the town may be able to get better bulk pricing.

Reviewed the written report and statistics that were provided. Highlights include Tech Time is being expanded to the Meriden Library, Adventure Backpack has been well received and working on another one, Telescope is available at the Meriden Library, and addition of the electronic resource Newsbank which will provide on-line access to the Valley News print articles as well as other newspapers.

Treasurer's Report: JL reviewed the reports for the July and August 2019, there is nothing outstanding to report.

Facilities Report: Brad Atwater (BA) reported that they are hoping to do the lighting upgrade and complete the painting in the next few weeks. RD has refinished a bench at the PRML. They are still waiting on a quote for insulating the ceiling in the old part of PRML. Looking into getting quotes for replacing the main boiler at the PRML, which is more than 25years old, this Fall. The old shed still has not been removed. NL asked BA when it would be removed, BA responded we are waiting for the town crew to remove it, and call Steve Halleran, the Town Administrator to follow up. Work on the PRML front sign is ongoing, hope to have it done by Fall. The PRML alarm system has recently been falsely alarming, working with the alarm company to resolve this problem, they were working in it today (9/9/19) and hope it is fixed. No current work at the Meriden Library.

#### WORKING GROUPS

Policy Committee; The Policy Committee has met once since the last meeting, they are working from the oldest policies to the newest. Three policies were submitted to the BOT for review;

Reconsideration of Library Resource policy – The major change was changing the word materials to resources. During review of this policy there was discussion of what the procedure is if people want to have resources added to the library. NL

moved to approve the policy with the edits, 2<sup>nd</sup> by Jeanne Woodward-Poor (JWP), Judy Ptak (JP) abstained from voting due to not having supporting materials to review, NL, JWP, RD and JL all voted to approve the policy.

Use of Bulletin Boards policy – Removed the reference to use of display cases, clarified the library staff was responsible for maintaining bulletin boards and Local Business Information binders, moved reference to petitions to the purpose section. JWP moved to approve with the edits, 2<sup>nd</sup> by RD, unanimously approved.

Art Display policy – Clarified who was a member of the Art Display and Exhibits Committee and that requests should be submitted to the Library Director. MK will provide a copy of the Plainfield Public Library Exhibitor's Contract. NL moved to accept with the minor edits, 2<sup>nd</sup> by RD, unanimously approved.

Strategic Plan; Each trustee presented a goal they would like to see the BOT work on.

The goals are

- Move forward building the new Meriden Library

- Work to improve the relationship with the PRML Friends group

- Review PRML friends relationship to provide and include for financial accountability such as using money raised for PRML for the PRML library

- Increase programs for adults and explore lending other materials

- Increase energy efficiency at both libraries and make them more sustainable

- Provide A Special Collection at PR ML that is reflective of the purpose of the collection and is accessible possibly digitally by all users and staff. It is not currently cataloged or inventoried completely

This is a start towards future work.

## NEW BUSINESS

Dates for future BOT meetings: Due to several holidays in the coming months occurring on the 2<sup>nd</sup> Monday, several meetings needed to be rescheduled. The upcoming meeting dates are;

- October 7, 2019 at Meriden Library

- November 4, 2019 at PRML

- December 2, 2019 at Meriden Library

- January 13, 2020 at PRML

February 10, 2020 at Meriden Library

PUBLIC COMMENT/QUESTIONS/DISCUSSION: DG asked for clarification of posting of minutes from BOT meetings and meetings of the various committees.

Various members of the public reported on local libraries that are lending out post hole diggers and electric bikes.

MOTION TO ADJOURN: JWP moved to adjourn the meeting at 8:47pm, 2<sup>nd</sup> by JP, unanimously approved.

Respectfully submitted by

Judy Ptak  
Secretary



**PLAINFIELD LIBRARY BOARD OF TRUSTEES**  
**Draft Minutes of November 4, 2019, Meeting**  
**Held at Phillip Read Memorial Library**

Present: Trustees - Jennifer Lenz, Jeanne Woodward-Poor, Rosemary Mills, Richard Davidson, Judy Ptak  
Library Director – Mary King

CALL TO ORDER at 6:30pm by Richard Davidson (RD)

Approval of Agenda: Jennifer Lenz (JL) moved to approve the agenda, 2<sup>nd</sup> by Judy Ptak (JP); unanimously approved.

Non-public session: not required.

CEREMONIAL OBSERVANCES

RD acknowledged the work of Nancy Liston (NL). He also presented the very generous memorial donation of \$1500.00 in her honor from the Friends of PRML. This money is to be used for adult educational programs and the Special Collection within 6 months of receipt. JP moved to accept the donation, 2<sup>nd</sup> by Jeanne Woodward-Poor (JWP); unanimously approved.

RD welcomed Rosemary Mills (RM) to the Board. She has been appointed by the Town's Selectboard to fill the vacancy created by the death of NL.

ADMINISTRATION

Approval of minutes of September 9, 2019, meeting: JL moved to approve the minutes, 2<sup>nd</sup> by RD; unanimously approved.

Correspondence: The only correspondence was an emailed request from Suzanne Spencer to change the location of tonight's meeting, this request has been addressed.

## REPORTS

Director's Report: Mary King (MK) reported on programs for September and October and reviewed statics. There was some discussion about the playgroup for very young children at PRML, including ideas to increase participation and questioning if there is a population that can use this. The new NH Automated Information System was explained. MK shared highlights from the meetings she recently attended. The upcoming census, Census 2020, is looking to libraries to provide computer access for people who do not have a computer so they can fill out the census form on line. In the absence of the Facilities manager, MK provided an update: the old storage shed has been removed and a new circuit board for the heating system was installed at the PRML and the heat is now working.

Treasurer's Report: JL and MK presented the proposed 2020 budget. This was reviewed and discussed. It is a 2.5% increase from the 2019 budget, with the increase primarily due to a 2% increase in salaries as well as additional electricity and heating fuel costs. After discussion, professional development was increased by \$200.00, as the BOT feels it is important for all staff to attend some workshops or educational sessions. Mike Sutherland asked if the Board had thought about a reserve fund for replacement of computers and software. This is not allowed by NH law; all funds that are not used are returned to the town at the end of the year. There was discussion about how to indicate money spent on programs that are funded from outside sources (grants, gifts, donations). At this time, no change will be made to the program line item. JWP moved to approve the 2020 budget as presented by JL and MK with an increase of \$100.00 for the professional development for each library, 2<sup>nd</sup> by JL; unanimously approved,

Meriden Library Building Committee Report: JWP reported that the building committee is continuing with the Benson Wood building plan on the current library site that was presented to the town. They are trying to raise enough money so a bond will not be needed. Grants have been applied for and they are waiting to hear the outcomes of these requests. There continue to be questions about the project.

Policy and Procedure Review: The policies that were reviewed at the September 9,

2019, meeting have been edited as discussed at that meeting. The edited policies, Reconsideration of Library Resource and Use of Bulletin Boards, were signed by the Board members.

#### NEW BUSINESS

Appointment of Vice-Chair: JWP moved to appoint JP Vice-Chair and JWP as secretary, 2<sup>nd</sup> by JL; unanimously approved.

Appointment of Finance Committee Representative: JL moved to appoint RM as the representative to the Library BOT's subcommittee for Finance (not the town's Finance Committee), 2<sup>nd</sup> by RD; unanimously approved.

Appointment to Policy & Procedure Committee: JWP moved to appoint RM to the Policy and Procedure Committee, 2<sup>nd</sup> by JP; unanimously approved.

NH Charitable Fund proposed donation: MK provided information about a potential gift from the Elizabeth Sweet Dunlap Memorial Fund. The purpose of the money is "for special displays, lectures, and for educational trips regarding historical events, places, subjects and happenings in New Hampshire primarily, or New England, in general." It also requests that "at least one (1) tour by said Libraries take place, each year, with food and refreshments provided during the Fall foliage season for the benefit of senior citizens of the Town of Plainfield, New Hampshire". The request was discussed. MK has been in touch with Stephanie Schell (SS), Director of Community Resources, about coordination of the fall tour. SS is supportive of the tour and has ideas about how to arrange. JL moved to accept the gift, 2<sup>nd</sup> by RM; unanimously approved.

Friends of Meriden Library Request: MK reported the Friends of Meriden Library are planning a fundraising event for the building fund. It is to be a social event with alcohol. They would like to hold it in the Meriden Library Building and are requesting permission from the BOT to do so. After discussion of the request it was felt we needed further information about the event and review the policy on use of the building. No decision was made. MK will report back to the Friends group.

Meriden Library Foundation: MK presented the Meriden Library Foundation's request to put a sign with a graph showing how much money has been raised outside the Meriden Library. RD moved to allow this sign, 2<sup>nd</sup> by JWP; unanimously approved.

September Book Sale: JP reported that the Friends of the PRML's September Book Sale was very well organized, with a wide selection of books and the staff were very helpful and knowledgeable.

#### PUBLIC COMMENT/QUESTIONS/DISCUSSION

Dennis Girouard asked why the trim on the book shed had not been painted when the trim on the library was painted. MK reported that the painting has not been completed and they are aware of the painting that needs to be done on the book shed.

Nancy Norwalk asked if the Friends of PRML could use the book shed for storage of books for the next book sale. They have already had people wanting to donate books. The BOT will discuss use of the book shed at the December 2019 meeting.

Eric Sorenson pointed out the budget reviewed today assumes that the 2 libraries will continue to operate. He asked about how the budget will work if the Meriden Library building is approved and the library is closed. MK reported that this has been considered and the Town Administrator advised to budget as if both libraries are functioning. MK reviewed the impact that closure of the Meriden Library would have on several of the line items.

#### MOTION TO ADJOURN

JWP motioned to adjourn the meeting at 8:25pm, 2<sup>nd</sup> by RM; unanimously approved.

Respectfully submitted by

Judy Ptak  
Secretary

Plainfield Library Board of Trustees  
Draft Minutes of December 2, 2019  
Held at Meriden Town Hall

Present: Richard Davidson, Judy Ptak, Jen Lenz, Rosemary Mills, Jeanne Woodward-Poor, Library Director Mary King

Call to Order at 6:30 by Richard Davidson (RD)

Judy Ptak (JP) moved to accept the agenda. Jen Lenz (JL) seconded, all voted in favor.

Public Comment: Dennis Girouard provided some history of the book shed.

November 4, 2019 minutes were reviewed and JL moved to accept them. JP seconded the motion. All were in favor.

Correspondence: Nancy Norwalk sent information about the book shed history. She also requested a change of venue for the meeting that was honored. Bonnie Swift sent an email about the Little Free Libraries in Plainfield. A thank you note for the memorial bench from the Plummers was read.

Director Mary King gave her report. She reported on the programs being sponsored by the gift from the PR Friends in honor of Nancy Liston. The first program is a paper crafting workshop that will happen next week. Mary also mentioned that scheduling workshops over the winter is not easy. Some presenters are unwilling to schedule due to winter weather concerns. She will have more to report in January.

Treasurer Jen Lenz reported on the end-of-year spending and the final fund appropriation from the town. Jen, Mary and Emily Sands will meet soon to discuss the final appropriation amount. Jen explained that we have to spend what is in the budget or it goes back to the town. We haven't spent the furniture or equipment lines yet; they will be used to cover fuel and electricity if needed.

Brad Atwater reported on facilities and maintenance. There was a no heat day at PRML because the fuel ran out. We shouldn't see a charge for that service call because we are on auto delivery. The copper wires on Main St. in Plainfield are old and we are seeing lots of false alarms from the security system because of that. Brad gets the calls and needs to silence the alarm. That system may need updating. The lighting retrofit at PRML is dragging on because of a wrong part. The ceiling at the PRML (old building) was discussed. Brad got a real number for a quote to get the ceiling of the library attic insulated. The plan for this work should be in by the end of December, although the work won't be done in a month. Brad then went through a punch list of small jobs: all exterior paint has been prepped and painted, the shed trim has not been done, the sign at PRML still needs attention. Mary has received some options about the sign but no money quote. She will present them to the board.

There was nothing to report from the ML Building Committee. That committee did meet with the Selectboard in November, and they will meet with them again on Dec 10.

The Policy Committee met and updated the Use of Library by Children. JP asked that we look at the Behavior in the Library sheet that was attached to the policy. JL moved to approve the policy Use of Library by Children and JP seconded it. All were in favor.

Mary then discussed that she is continuing to research the Safety Policy. She cannot find any similar policy in any NH library. We wonder if we need this policy and, if not, how do we retire a policy.

The By-Laws were looked at in 2017 but we need to look at them to add a statement about reviewing policy every 5 years.

We discussed the use of the book shed by the Friends of the PRML. JL read the motion from the May 2017 meeting. JP moved that we allow the Friends of PRML to use the book shed. There was some discussion about whether we needed to review it every year. RD seconded this motion as written without a review every year. The vote was RD, JP, RM in favor. JL and JW-P opposed. Motion passed. The concern was not that we allow the Friends to use it, but that it be reviewed once a year.

Mary suggested this might be a good time to review the policy for the Friends groups since we are no longer following the part about having a MOU.

#### New Business

Mary reported that the townspeople will be made aware that the computers at the libraries can be used by people for the 2020 Census. Library staff will not be allowed to help people, but a census "trainer" might be available for a day to help people complete their census forms.

There was a question about what we do about a budget if the ML is closed while it is being rebuilt. We decided that we will just budget as if it were open all year as it is almost impossible to do anything else.

The goals each of us presented are: JP-provide more programming for adults in the community, RM- move forward with increasing communication between the Friends groups and the trustees, RD-be more helpful to the director and staff, JL- make the libraries greener, JW-P-build the new ML.

Rosemary handed out a sheet from the workshop she and Judy went to. It delineates the roles and responsibilities of the trustees and the library director.

Dennis Girouard asked if the treasurer could use one budget line to cover a different need. It was thought we could but we would need to confirm with the town administrator.

Motion to adjourn 8:20 by JW-P, seconded by RM, all in favor.