

Plainfield Library Board of Trustees Minutes of  
**January 13, 2020** Held at PRML

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)

Chair Richard Davidson (RD) asked the Meriden Library Building Committee to start by presenting information on the progress of the building project. Shannon Decker, the chair of that committee, made a presentation followed by a discussion of the replacement project that included questions and input from the public, the finance committee, the Library Foundation, our facilities manager Brad Atwater, our town manager Steve Halleran, the trustees and the library director, Mary King. Much of the discussion was around containing costs.

Jennifer Lenz (JL) made a motion to ask the Select Board to include a warrant article on the 2020 Plainfield Town Meeting to replace the Meriden Library. Rosemary Mills (RM) seconded the motion. The vote was 4 in favor and 1 opposed. Judy Ptak (JP) was opposed.

Discussion continued, again around the costs, and the Article below was read by Jeanne Woodward-Poor (JW-P):

**ARTICLE.** To see if the town will vote to raise and appropriate the sum of \$1,046,000 for the replacement of the Meriden Library building and to authorize the withdrawal of \$45,000 from the Town's ADA Capital Reserve Fund, \$18,000 from the Town's Meriden Library Replacement Fund and accept \$800,000 in donations raised on behalf of the Meriden Library Foundation created in 2018. The remaining \$183,000 will be raised by taxation. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the replacement of the Meriden Library building is completed or December 2021 whichever is sooner. Funds from taxation equate to no more than \$.60 of the anticipated 2020 tax rate. A majority of the Board of Trustees for the Plainfield Public Libraries and a majority of the Select Board recommend this appropriation.

Richard Davidson (RD) moved that we accept the Article as read by JW-P. Rosemary Mills (RM) seconded it. Four were in favor: Richard Davidson, Jen Lenz, Rosemary Mills and Jeanne Woodward-Poor. Judy Ptak opposed the motion.

Richard Davidson declared a five-minute break before continuing with the rest of the agenda.

Mary King reported:

**Correspondence:** a \$100 undesignated gift to the PRML was accepted and deposited.

December was a slow month with the holiday and a weather closure. Mary also reported that she attended a regional meeting of librarians about pooling resources.

The LED light replacement project is about 95% completed. Brad Atwater is overseeing this.

Mary and Sarah Gillens have a PRML sign replacement in mind that will be done as the weather allows. It will cost \$660. The trustees approved the sign changes.

The Regional Collective Development Group (ReCoDe) will collaborate to bring a speaker named Rebecca Smith Aldrich to the UV for all local librarians, staff and trustees. The topic is Sustainability of Libraries; the meeting will be held locally in Lebanon sometime in April.

Mary then reported on five different programs she has organized or is organizing using the Nancy Liston memorial gift from the PRML.

There were no Policies to review. The policy committee plan to work on the Friends policy next and add a sentence to the by-laws to review the by-laws every 5 years. We will follow up on the Safety Policy.

Judy Ptak (JP) asked about the progress on getting a census worker to come help people at the library. Mary reported that they are very short staffed and didn't have any other information on that.

Jen Lenz (JL) gave a financial report and reviewed the end of year financials to be presented in the town report. There was a question about a line item of \$255 for legal expenses from early 2019, but no one had a memory of what that was for. Dennis Girouard brought up a question about step raises as opposed to just cost of living raises for library employees. Town employees get step and cost of living raises, but

library employees only get cost of living raises. The BOT will look into this.

**Facilities:** Brad reported that the above-mentioned lighting retrofit is essentially done. The weatherization in the attic of the PRML old building has not yet begun. He predicts a big payback on that. Brad is also getting a proposal on replacing the old boiler in the old building. He would like to replace it with a heat pump; that would help with cooling in the summer as well as heating in winter.

There was no new business. Dennis Gorouard asked about having a lawyer look at the contracts for the new building when the time came. We will ask about that. (JW-P will ask Steve Halleran)

Motion to adjourn 9:30 by RM, seconded by JP, all in favor.

Plainfield Library Board of Trustees Minutes  
February 10, 2020 Held at ML

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)  
The agenda was approved, Judy Ptak (JP) moved, Rosemary Mills (RM) seconded. All in favor.  
No Public Comment at this time.

**Administration:** Approval of minutes. Jen Lenz (JL) moved to approve the minutes from Jan 13, 2020 as distributed and RM seconded. All in favor.

**Correspondence:** Diane Rodgers had sent the trustees an email about moving the site for the after school program on early release days to the PRML to accommodate more children at the early release day programs. Mary King (MK) gave a brief explanation of how the program works now. She explained that there have not been many children on any waiting list ML has had (one or two children) and that we have not had a complaint from parents. She didn't feel that is was an issue now, but we agreed that if it becomes an issue, we will review the options. Jeanne Woodward-Poor (JWP) will reply to Diane.

**Librarian's Report:** Mary King gave her report. The PRML was closed 2 days in January and there were still a healthy number of visits to that library. Both libraries had a similar number as far as circulation. JP asked if we could get more detail about "items added". Mary explained that purchasing is ongoing and about 50 to 75 items are added monthly. JP was wondering if she could get more information about what these items are. Terri Crane has recently been covering some of these items on the emails she sends out and that some of them are also on the website.

Facilities Report: Brad Atwater was not at the meeting, but Mary King reported that the sign for PRML is in production. She also reported later in the meeting that the light on the stairs in ML will be repaired Tuesday, Feb. 11 and that the heat in the basement of PRML is working better after a maintenance call by Simple Energy, but it will be monitored to make sure it is working as it should.

JP asked about the five programs being sponsored by the PRML Friends gift in Nancy Liston's name. Mary King went over what those programs were. February 29 – a technology program again at PRML. This is a course that has been developed to discuss online security. It will be presented by librarians from the Lebanon libraries. April 6 - a program on NH road markers given by Michael Bruno who has written a book about this. April 24 - Jeff Snow will give a program on Celtic Music. The Mah Jongg program that has been running for a couple of weeks is just finishing up and MK hopes to continue it. On April 3 a program at Kilton Library in W. Lebanon on the Sustainability of Libraries will be open to local librarians, trustees and staff. It is a collaborative project of area libraries.

**Treasurer's Report:** JL reported that the budget has gone to Steve Halleran for the Town Report. JP had a question about why the salary line of each library was exactly the same. It was explained that the one figure for library salaries was divided in half and 1/2 went to each library.

**Policy:** We reviewed the Friends Group policy. JP moved to accept the policy, RD seconded it. All were in favor. A suggestion was made that it would be nice to have a member of each friends group come to the meetings to give a short report.

Mary King asked trustees to sign the amended By Laws and the Use of Library by Children, two policies that were reviewed recently. Mary is still working on the Safety policy and will bring it to the Policy Committee so the trustees can review it the next time we meet. We will review one policy a month until we are caught up. There are only a few policies that are over 5 years old.

JWP gave a report from the Building Committee. At this point the committee is waiting for the town vote. If it is passed The Meriden Library Foundation will go ahead collecting the pledges and letting the various contractors know we are ready to build the new library.

**Library Director's Evaluation:** JWP will email the trustees MK's self evaluation from 2019. She and RD comprise the Human Resources committee and they will meet to collate the evaluations and review them with Mary.

The trustees don't usually meet in March because of town meeting so our next meeting is April 8, at 6:30 at PRML.

**Public Comment:** Bonnie Swift if there was a pool of volunteers that had had background checks. MK answered that we do not, but it is library policy to perform background checks on volunteers.

Dennis Girouard asked who pays the lawyer who will look at the building contracts for the new library. JWP will ask Steve Halleran and get back to Dennis and the Trustees.

Bev Widger asked about whether the trustees had voted on the Warrant Article since the Select Board changed the language slightly. JL read the article with the new language so we could vote on it. JWP moved to accept Article 2 as presented in the town report. RD seconded it. We voted 4 in favor (RD, JL, RM, JWP) and one opposed (JP). The motion passed.

We expressed appreciation to RD for his contributions to the Trustees and thanked him for his tenure as chair. This was followed by a round of applause from all present.

At 8:07 a motion was made by RM and seconded by RD to adjourn. All voted in favor.

Plainfield Library Board of Trustees Minutes  
March 17, 2020 Held at PRML

Present: Judy Ptak, (JP) Jen Lenz (JL), Rosemary Mills (RM), Jeanne Woodward-Poor (JW-P), Library Director Mary King (MK), Adrienne Cedeno (AC) by Remote  
Call to Order at 4:46 by Judy Ptak JP, vice-chair

There was no Public Input.

The agenda was read and JL moved to approve it with one change, to set meeting dates for the remainder of 2020. JP seconded. All were in favor.

**Election of Officers:** JL nominated Jeanne Woodward-Poor to be chair, seconded by RM. All were in favor. JW-P nominated Judy Ptak to be vice-chair, AC seconded. All were in favor. RM nominated Jen Lenz to be treasurer, JP seconded. All were in favor. RM nominated Adrienne Cedeno to be secretary, JL seconded. All were in favor.

**Committee assignments:** Policy Committee: JL nominated Judy Ptak to join Rosemary Mills, who is already on the Policy Committee. AC seconded. All were in favor. Human Resources consists of the Chair JW-P and one other member. JW-P nominated Rosemary Mills, seconded by JP. All were in favor. Finance Committee: JW-P nominated Adrienne Cedeno. RM seconded. All were in favor. Mary King reminded the trustees that a second signature needs to be authorized for the checking account at Mascoma Bank. JW-P moved that **Jennifer Lenz and Adrienne Cedeno be authorized to sign checks for the Plainfield Public Libraries, as Richard Davidson's authorization has ended.** JL seconded and all voted in favor. Art **Committee:** JW-P nominated Jen Lenz and JP seconded. All were in favor. JL nominated Rosemary Mills to be the representative to the PRML Friends. Adrienne Cedeno seconded. JW-P nominated Adrienne Cedeno to be the representative to the ML Friends. JL seconded. All were in favor.

We agreed to wait until the town meeting vote to appoint someone to the Building Committee.

Next meeting date: **April 13, 2020 at 6:30 at ML.** Mary King will ask the town manager to change that meeting date. We agreed to go back to our old meeting date of second Mondays so people could plan on that. We discussed those dates through June.

5:00: Item II Library Covid-19 response.

Library Director Mary King recommended that we close the libraries as of today until further notice. She would like to meet with her staff to decide how to proceed to best provide limited services while keeping staff and patrons healthy and safe. As of

3:00 today the State Library was closed, and the NE Library Association mandated that libraries close.

We discussed many different ideas of how to meet the needs of the patrons and the staff.

The Board of Trustees supports the library director's recommendation to close both town libraries immediately so she can take a week to work with staff to provide limited services that will ensure safety for all. JP moved, AC seconded and all were in favor.

The Board of Trustees also supports the library director's recommendation that we pay staff for their regularly scheduled hours during the closing. JP moved, JL seconded, all were in favor.

Mary's goal is to have these plans in place by March 23, 2020.

Mary offered that she would stay tonight until she gets this news out in various public places and on-line.

JP wondered about responding to the email sent by Mike Sutherland with his ideas for the library response to Covid-19. Mary has responded to him already.

By Monday March 23, 2020 Mary will communicate the first part of the plan. She will also be in touch with the school.

Brad Atwater praised the meeting. He also suggested this might be a good time to get some jobs done in the buildings if they were going to be closed. The attic project was mentioned.

5:50, RM moved to adjourn. JP seconded. All voted in favor.

Plainfield Library Board of Trustees Minutes  
**April 13, 2020**  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL) meeting host, Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director  
Call to order at 6:30pm by JW-P, chair.

There was no public input offered at the beginning of the meeting.

Roll call was taken. The agenda was read with one change, Vicki Ramos-Glew was in attendance to present the report on the Friends of the Meriden Library. Motion to approve agenda by JL, unanimous approval. Minutes of the March 17 meeting read and unanimously approved.

There was no new correspondence to report.

**Donations:** MK stated all donations received have been acknowledged and thank you notes sent. The donation from the NH Charitable Foundation was discussed, and it was decided to solicit Stephanie Schell's expertise in utilizing the funds allocated for the senior tour. JP volunteered to participate on an ad hoc committee to organize library speakers.

**Reports:** Library Director MK: circulation reports were reviewed. MK noted that electric usage at PRML was down, and that with the closures, both buildings are being checked by staff a couple times a week. We discussed plans to reopen the library, we will follow the state library committee's recommendations when they are available.

**Financial/treasury:** JL noted nothing new to report since there has been no Town Meeting, we are working under the old budget. JL offered to become proficient in Quickbooks in the event that Emily Sands is unable to do the books for any reason. The Select Board voted to put library staff raises on hold until the town approves its new budget, raises would then be retroactive

**Facilities:** BA stated meeting room at PRML was painted, trying to line up someone to paint the trim on the book shed in warmer weather.

**Committees:** Shannon Decker states building committee has not met, nothing to report. JW-P reported that MK's evaluation was done and submitted to the town manager, which were placed in the vault with the rest of the HR information.

**Friends of the Meriden Library:** Vicki Ramos-Glew reported on FOML goals and recent successful fundraiser at Salt Hill Friends of the PRML: Bonnie Swift and Nancy Norwalk discussed numerous items including James Tasker grant for children's plays, scholarship applications to high schools, possibility of joint FOML/PRML July 4<sup>th</sup> float.

**New Business:** Brief mention of discussion JW-P had with Paul Franklin about postponing the vote on the new Meriden Library. Mk offered her wish list, including more presenters, summer reading program, furnishings and equipment. Mk discussed website maintenance contract. Original contract has expired, renewal with original developer was discussed and passed 4-1 with JP voting against.

**Public comments:** Bev Widger asked about patrons' online checkouts and Kanopy. She also asked that agenda and documents to be discussed at the Trustees meetings be posted online before the meeting. Motion by RM to adjourn the meeting at 8:20, seconded and unanimously approved.

Next meeting scheduled for Monday May 11 at 6:30pm. If we are unable to meet in person, we will meet on Zoom.

Plainfield Library Board of Trustees Minutes of  
**May 11, 2020**  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL) meeting host, Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director.

Meeting called to order at 6:35pm by JW-P.

There was no public input offered at the beginning of the meeting.

Roll call was taken. The agenda and minutes of the April 13 meeting were unanimously approved.

There was no new correspondence to report.

**Directors Report:** MK shared that some programs continue virtually, including book groups and story time; she wonders about the possibility of virtual presenters. JL asked about the busyness level for library staff. MK states they are all busy. She herself is quite engaged keeping up with staff and state level meetings, and along with the rest of the staff, reevaluating how we can best accommodate the community. MK and the library staff can work at home or at the Meriden Library alone, but the Philip Read Memorial Library can accommodate two individuals, one upstairs and one downstairs. Peter is busy cleaning up the library database, removing old records, and converting files to digital, and looking at using the digital printer to make ear extenders for PPE masks. The summer reading program is crucial this year, and MK would like to collaborate with the Plainfield School. Downloadable book circulations for the month of April were shared, and to no one's surprise online circulation has increased dramatically. Kanopy use was also up, and its fee schedule was discussed. MK introduced the Hoopla site. It makes available music, videos, TV shows, graphic novels and books. Their books are always available and have a checkout time of 21 days. Hoopla utilizes a pay per circulation model similar to Kanopy. Their media is priced from 35 cents to \$3.99 but we can elect to place an upper monetary limit on what we would make available for circulation. The Friends groups have generously agreed to contribute \$500.00 each to cover the initial Hoopla deposit of \$1,000.00. The contract can be cancelled within 60 days, with our initial deposit refundable if there's a balance. This model seems well suited for book groups and summer reading.

**Treasurer's Report:** JL offered our thanks to Emily Sands, who worked to compile the financial statements. As a group, we reviewed a financial statement for our general education. Financially, things look good. Necessary steps have been taken to add AC's name at Mascoma Bank as an alternative to sign checks.

**Facilities Report:** Brad Atwater stated the Philip Read Memorial Library meeting room has been repainted with a more durable paint, and MK is working on a strategy to prevent future damage to walls from signs associated with exhibits. The room is ready to be used. The signpost and trim on the book shed will be painted in better weather. The attic was cleaned out to facilitate weatherization over the old Philip Read Memorial Library ceiling, which was

authorized by the Selectboard. The Concord, NH company Shakes to Shingles will do the weatherization at a cost of about \$3,500.00. The town is only responsible for half that cost, the utility company the other half. It is anticipated we will save the cost over an 8 year period. Appropriate blower door testing was done on windows and doors. A walkthrough resulted in minor changes to indoor lighting.

**Building Committee Report:** Shannon Decker noted that if and when we have a town meeting, wording has been crafted to amend the warrant article to ask for \$0. The Meriden Library Foundation will communicate with donors after Town Meeting.

**Policy Committee:** JL requested clarification of the interlibrary loan policy wording re: patron responsibility for item damage or loss anywhere along the route. Typos were corrected; there was discussion about patrons accepting financial responsibility for the cost of out of state loans. The policy as amended was unanimously approved. There is much work to be done on the emergency policy, with an immediate focus on the current pandemic rather than emergencies like natural disasters. The town safety policy, which covers the library, is being revised, with no timeline yet for completion.

**Reopening:** Mary is communicating almost daily with the statewide library task force formed in early April. State library staff and directors are currently putting together a strategy of best practices to reopen, which will not be available until May 21, 2020. That document will provide our guidance to reopen.

Every library is unique, and a big unknown is how people treat books at home. The state document stresses each library have an attorney review its reopening policy; as much as people would like to get their hands on books, etc., it is imperative that we make the health and welfare of patrons and staff our highest priority. Think of reopening as a dimmer switch, not an on off switch.

JP shared ideas from a webinar she attended geared to generate enthusiasm for online/virtual participation. We discussed the possibility of introducing new programs, such as a gardening show with a recognized local gardener. We opted not to discuss paring down our already bare bones budget right now. RM shared her webinar round table input that right now libraries are busier than they have been in a long time, and this is a good time for the Friends groups to step in.

**Public comments:** Bonnie Swift thanked MK for getting the wifi fixed at Philip Read Memorial Library. Bonnie noted Governor Sununu's acquisition of masks and gloves. Mary has been in touch with Stephanie Schell about obtaining some.

Motion to adjourn the meeting at 8:13 was unanimously approved.

Next meeting is scheduled for Monday June 8 at 6:30pm. We anticipate another Zoom meeting.



Plainfield Library Board of Trustees Minutes  
**June 8, 2020**  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL) meeting host, Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director.

Meeting called to order at 6:32pm by JW-P.

There was no public input offered at the beginning of the meeting.

Roll call was taken. The agenda for tonight's meeting and minutes of the May 11 meeting were unanimously approved.

There was no new correspondence to report.

**Building Committee:** Shannon Decker and Shawn Rogers (for Brad Atwater) reported on the June meeting. It was decided to ask for \$0.00 at Town Meeting, but the exact wording is as yet undecided. To enable the committee to clarify plans before next year, they asked the Trustees to release \$15,000.00 of the moneys already previously set aside to be used at the Trustees' discretion. This money would be used to obtain more detailed designs for lighting, site work and HVAC design. More detailed designs will enable a more accurate bid when the time comes. A roll call vote was taken with 4 in favor, JP dissenting.

**Director's Report:** MK's report was reviewed, noting good attendance at the book group and story time online programs. She remains quite busy staying informed with state library meetings, twice weekly directors meetings, and a Dartmouth class on the science of keeping people safe. MK applied for and was awarded a CARES coronavirus related grant from the Humanities Council for \$3,500.00 specifically for general operating support. Part of this grant will pay for the new Zoom account for the libraries that was deemed necessary to avoid conflicts among groups using the town's Zoom account. Circulation was up for online books, Kanopy and Hoopla. JP asked whether the Hoopla account could be adjusted to allow for more than 5 borrows per person per month allowed under the current Hoopla contract. Mary stated we have limited funds now but perhaps it might be possible in the future.

**Facilities Report:** The attic at the Philip Read Memorial Library has been cleaned out to accommodate the energy company's scheduled insulation installation. Several dozen boxes of books were moved down from the attic, approximately half of which were from the original collection. MK spent time triaging for recycling and trash. The old books are to be assessed by a professional book dealer to determine their status.

**Financial Report:** JL paid our yearly dues to the NH Library Trustees Association. Both of the Friends groups generously donated \$500.00 to initiate the Hoopla account.

Friends Reports: PRML friends met and kindly donated \$375.00 to defray the cost of the summer reading program. The FOML have not yet met, but are expected to do the same.

**Policy Committee:** MK stated the credit card policy and Internet policy are next in line for review. MK will send copies to JP and RM for review.

JW-P mentioned the Zoom roundtable discussion attended by the Trustees. The main focus of the discussion centered on strategies for expanding public access to the library while first and foremost maintaining the highest level of health and safety for the staff, patrons and the community in general. A link was shared during the discussion to a forty-page document compiled by state librarians.

**New Business:** Potential reopening plans were discussed. MK discussed the early stages of phased reopening: phase one was library closure; phase two includes curbside pickup and quarantining the returned books. The Selectboard recommends that patrons wear masks when in town buildings, including

the libraries, which the Trustees unanimously support; there are a limited number of disposable masks available for each library to offer unmasked patrons. There are many unanswered questions about quarantining and cleaning books, media and equipment, cleaning the buildings, perhaps setting up an appointment schedule to use the computers. MK continues to look at state recommendations and what our neighboring communities are doing. Every source emphatically urges frequent consultation with the town attorney about guiding principles. Using current guidelines, staff will self-screen at home daily before coming to the library; staff will follow the current guidelines regarding illness. The importance of staff, patron and community health and safety remain paramount as phased reopening proceeds.

**Public comment:** Terri Crane offered some guidelines for returning to work after illness that include 72 hours fever free with no meds and two negative tests. MK will investigate the state guidelines regarding this.

Motion to adjourn the meeting at 8:28 was unanimously approved.

Next meeting is scheduled for Monday July 13 at 6:30pm. We anticipate another Zoom meeting.

Plainfield Library Board of Trustees Minutes of

July 28, 2020

Zoom Meeting response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedenno (AC), Mary King (MK) library director.

Meeting called to order at 6:33 pm by JW-P.

Bonnie Swift and Shannon Decker offered public input at the beginning of the meeting. Bonnie complimented the recent program by Henry Homeyer at the PRML. Shannon stated the kids' summer reading program is age appropriate and diverse.

Roll call was taken. The agenda for tonight's meeting and minutes of the June 8 meeting were unanimously approved. The vote to approve the June minutes draft was moved, seconded unanimously approved. JP asked that the minutes be recirculated among the Trustees a few days before the meeting.

There was no new correspondence to report.

Old Business: With a successful Town Meeting behind us, there was discussion about the Trustees representative to the Meriden Library Building Committee. JW-P, the current rep, is stepping down. JL, who has an engineering background, was nominated in her place. JL's position as our rep on the Building Committee was moved, seconded, and unanimously approved.

Meriden Library Building Committee report: Shannon Decker (SD) and Brad Atwater (BA) were present at the Trustees meeting to report on the committee's most recent meeting. The next phase involves creating construction documents and going through the bidding process.

Director's Report: Curbside pickup is moving smoothly, patrons are happy with the plan. With the exceptions of one small outdoor book group at Meriden in June, everything else is virtual. Mary remains busy with virtual meetings, keeping abreast of the ever-changing best practice recommendations. She has applied for more grant money through the State Library Association for technology, specifically for Chromebooks and Ipads to circulate outside the library among patrons. She has received a generous \$1,000.00 offer to purchase the original PRML collection. The library will retain a nice sampling and an original handwritten catalog of the collection. Because so many programs are all virtual, Mary is seeking guidance from the State Library Association to determine individual library usage numbers. Hoopla has been a very well-utilized program. Thanks to some CARES grant money, the first Story Walk will be implemented and installed at the Meriden Bird Sanctuary, with additional sites around town at a later date. The Summer Reading program with activity bags for ages 2-14 has been highly successful. Mary also offered an update on the Elizabeth Sweet Dunlop grant money; in conjunction with Stephanie Schell, a mid October senior luncheon, tour and corn maze at Riverview Farm is planned.

Treasurer's Report: JL reviewed the report. The CARES grant is allocated for a 50/50 split between both libraries, and has so far gone towards technology needs and the Story Walk project. There was discussion regarding the library staff and director raises written into the recently approved Town budget. There was also some discussion on how to best manage reimbursement of costs of spent grant monies; since these funds are not included in the town library budget, they must be either put on the library credit card and the town reimbursed from the grant funds in the bank, or Mary has kindly carried some of these costs on her

own personal credit card and been reimbursed. JP asked for a CPA opinion on the legality of this, JW-P will contact Ken Goodrow for advice.

Facilities Report: BA is pleased with the state of the libraries at this time.

Credit card policy: JP, RM and MK amended the out of date policy to reflect current policies and usage. The vote to amend the policy was moved, seconded, and unanimously approved and is effective immediately.

New business: Reopening plans were discussed. MK remains up to date with what's happening in other communities and the state library. In keeping with the state guidelines for best practices, the proposed next step is a mid August, by patron appointment only, limited library access. Library hours would be limited, as would computer usage time. Mary was able to get masks and hand sanitizer, cleaning supplies and sanitizing wipes, she is waiting for a standing sanitizer dispenser for each library. The Town is addressing a mask ordinance policy in public buildings, the library staff will wear masks at all times.

No public comment was offered at the end of the meeting.

Motion to adjourn at 8:20 was moved, seconded and voted unanimously. Next meeting is scheduled for Monday Sept. 14, 2020 at 6:30pm. We anticipate another Zoom meeting but please check the Town website on the off chance that we might be able to meet in person.

Plainfield Library Board of Trustees  
Minutes of September 14, 2020  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedenno (AC), Mary King (MK) library director.

Meeting called to order at 6:32 pm by JW-P.

Roll call was taken. Both the agenda for tonight's meeting and minutes of the July 28 meeting were unanimously moved, seconded and approved by voice vote.

Public comment was offered by Nancy Norwalk and Bonnie Swift, requesting that copies of monthly reports be made available to the public for review before the meeting. MK stated the Trustees have traditionally reviewed the reports together before posting them. Pre-Covid, at in-person meetings, written copies of those reviewed reports were available as handouts to attendees. JL suggested splitting the screen and posting the reports for the public to see during the meeting. JW-P will send a draft agenda to MK or Steve Halleran for posting on the library website.

RM thanked MK for 10 years of service, calling her a bastion of calm and competence in this time of chaos and facilitating our navigation forward.

Building Committee report: Shannon Decker, Brad Atwater (BA) and Shawn Rogers (SR) and JL all contributed to the discussion. The committee is working toward a detailed plan involving 5 proposals for detailed changes to set forward now: HVAC, electrical and fire, shell design, site design, and an architect search. Bensonwood initially helped with a simple schematic design, but they no longer want to manage the project other than their shell design, making it imperative to now find a new project manager or architect to manage the rest of the detailed design work and compilation of construction documents. SR would like to have recommendation for us of someone with experience in library design by the next meeting. BA mentioned utility company monetary incentives that will be available by the end of the year that can help our construction package. One of the next steps is a meeting including the Building Committee, Selectboard, Foundation and Library Trustees.

Director's Report: reports covering two months were shared on screen. Programs including summer reading, StoryWalk and Facebook live story times very successful over the summer. Pop-up libraries well-received and successful. The NH State Library Association continues to share helpful advice, although nothing is mandated. MK's goal is to open the libraries by appointment only as of September 16. She shared the majority of state libraries are aligning themselves with reopening of school. Interlibrary loan is also reopening with continuing quarantining of books. The Meriden Library shed was cleaned out with the help of the road crew. More winterization was done at the Philip Read Memorial Library. The \$3,500.00 CARES grant was primarily spent for programs—StoryWalk, speakers for cookbook club, money to enhance WiFi at Philip Read, Kindles to share with patrons who don't have devices.

HR Committee: Sarah Gillens is ready to retire. Terri Crane will pick up most of Sarah's hours at the Philip Read Memorial Library while continuing to provide circulation assistance.

Financial Report: JL shared the reports on the screen. The second appropriation, approximately \$10,000.00 was requested from the town. Donations were made by both Friends groups, \$230.00 from the Friends of the Philip Read Memorial Library for VINS and Currier Museum passes, and \$750.00 from the Friends of the Meriden Library for VINS and Billings Museum passes and the summer reading program. Emily Sands is stepping down as bookkeeper. JL has consented to temporarily fill in until a paid bookkeeper can be hired. MK will investigate the librarian ListServe to see how other libraries in the state handle bookkeeping services.

New Business: Non-residence fees were discussed. In 2017 the Trustees reviewed reciprocity between towns. Plainfield Library Trustees asked the Cornish town administration and Library Trustees to consider a financial donation to Plainfield to enable our libraries to serve Cornish residents, which they declined. In February 2018, the Trustees eliminated the reciprocity agreement and initiated a yearly \$40.00 per household non-resident fee to borrow books from the libraries (non-resident refers to anyone from out of town, including Vermont); non-residents may still join book groups, read books or use the computers in the libraries for free. Some Cornish residents who frequent the Philip Read Memorial Library feel the non-resident fee is an unfriendly thing to do; so do some Plainfield residents. The fees go to the Town of Plainfield to offset the library appropriation. Last year non-resident fees amounting to \$800.00 to \$1,000.00 were collected. JW-P suggested the Friends offer “scholarships” to non-resident households who could not afford the cost.

No public comment was offered at the end of the meeting.

Motion to adjourn at 8:41 was moved, seconded and unanimously approved by voice vote. Next meeting is scheduled for Monday October 12, 2020 at 6:30pm. We anticipate another Zoom meeting but please check the Town website on the off chance that we might be able to meet in person.

Plainfield Library Board of Trustees  
Minutes of October 12, 2020  
Zoom Meeting—response to COVID-19 restrictions

Present: JL Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedenno (AC), Mary King (MK) library director.

Meeting called to order by JW-P at 6:32 pm.

Roll call was taken. The agenda was amended to include Friends reports for both libraries; minutes of the September 14 meeting were unanimously moved with two minor corrections. Both were seconded and unanimously approved by voice vote.

Public comment: Bonnie Swift said the Zoom meeting link on the town website didn't work; MK will notify Steve of the issue. JL mentioned the meeting link is also posted on the library website. RM took this opportunity to thank Sarah Gillens for her smiling, selfless service. Sarah has served the patrons of the Philip Read Memorial Library for many years, initially as a volunteer; for the past six years, Sarah has been a supportive and valued employee. She will be missed.

Correspondence received includes emails from Vern Braswell and Betsy Williams. Printed copies of each were placed in the correspondence folder in the town office.

Building Committee: JL was part of a small group who met with the architect candidates: Roy Ward of EH Danson, Jay Barrett of Barrett Architecture, and Andrew Garthwaite of Haines and Garthwaite. All three architects expressed interest in the project; the Building Committee has requested their proposals by October 19<sup>th</sup>. Time is critical now in terms of preparing a warrant article for the 2021 town meeting. Because a valid estimate is necessary to ensure the most accurate amount in the article, Shawn Rodgers has reached out to Trumbull Nelson; we expect to get their estimate by October 23<sup>rd</sup>. After reviewing the proposals, the Building Committee will recommend an architect, who will then meet with the Trustees. A subsequent large meeting will happen shortly thereafter including the Building Committee, the Library Foundation, the Trustees and the Selectboard. Timing of these decisions may require an additional Trustee meeting before the end of October. Building designs will meet updated CDC air quality recommendations.

Director's Report: MK shared the appointment system is going well. Since reopening for appointments on September 16<sup>th</sup>, there have been no issues with public noncompliance with masks; patrons seem comfortable with the system. Many patrons continue curbside pickup, which will be offered as long as Covid restrictions last. The library staff is now comfortable with the system, and both libraries may be open without MK physically present. Programs continue virtually, thanks in part to CARES money. Statistics on visits are difficult to determine; books are more easily counted than actual library visitors—one outdoor bag pickup counts as one circulation regardless of the number of people in the family requesting books. Requests for library cards have increased. Senior luncheon foliage tour is happening at Riverview Farm on Monday October 19<sup>th</sup>. MK was unable to garner much information about library bookkeepers, most libraries used the town treasurer or had a volunteer. JL reached out to Steve Halleran, but the town is not looking for a bookkeeper because Steve does all the bookkeeping on his own. JW-P

spoke with Linda Buzzell about the position, however Linda felt a conflict of interest as a member of the foundation. The bookkeeper candidate must be skilled in QuickBooks both on the computer and online. The ultimate goal remains providing the best library service possible; the libraries are now staffed for 24hrs each weekly.

Treasurer's Report: Bookkeeper discussion is mentioned above. Town budget requests are due Friday November 13<sup>th</sup>. Trustees finance committee JL and AC will meet with MK to prepare the budget in time for the November 13<sup>th</sup> deadline. The library funds are sufficient for the remainder of the budgetary year. No monetary donations have been received since the last meeting. The original Philip Read Memorial Library books from the attic were sold for \$1,000.00. MK would like to see those funds go into the Philip Read Memorial Library donation account.

Facilities Report: The shingles on the Philip Read Memorial Library shed were repainted, look good. Brad got the heat going at Philip Read Memorial Library.

Friends Reports: Nancy Norwalk stated that next year is the 100<sup>th</sup> anniversary of the Philip Read Memorial Library building. She would like to join with Trustees for celebration. Vicki Ramos-Glew shared that the Friends of the Meriden Library want to donate and earmark the \$9,000.00 from their current fundraiser for the new Library building Committee.

There was no new business. No public comment was offered at the end of the meeting.

Motion to adjourn at 7:57 was moved, seconded and unanimously approved by voice vote. Two meetings were scheduled—the first, if needed, for Tuesday October 27<sup>th</sup>, the second, our regular monthly Trustees meeting, for Monday November 9<sup>th</sup> at 6:30pm. We anticipate both to be Zoom meetings but please check the Town website on the off chance that we might be able to meet in perso



Plainfield Library Board of Trustees  
Minutes of November 9, 2020  
Public Session  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director.

Meeting called to order by JW-P at 6:33 pm. Roll call was taken. The agenda was adjusted to include Friends' reports for both libraries. The agenda and October minutes were motioned, seconded and unanimously approved by voice vote.

No public comment was offered at the beginning of the meeting.

Correspondence was received from Diane Rogers, who asked how she could access the correspondence sent to the Trustees. JW-P responded to Diane, directing her to the folder at the Town Office. Copies of both Diane's and JW-P's emails have been placed in the folder.

The Building Committee has received in addition to the original proposal from the design/build firm Bensonwood, proposals from three different architects. There was extensive discussion about Geobarns, a White River Junction design/build firm specializing in energy efficient commercial and residential structures. The committee has reached out to Geobarns for a proposal, which we anticipate receiving in the next two weeks. The Building Committee will then review all the proposals and make a recommendation to the Trustees. It is prudent for the Trustees to meet as soon as possible to discuss the recommendation.

MK's Director's report detailed the recent successful senior luncheon, sponsored by the libraries thanks to the Elizabeth Sweet Dunlap Fund. The Meriden Deli Mart kindly prepared the box lunches, and MK prepared bookmarks with library contact info for all 146 attendees. All programs in October were virtual; the only exception was the Meriden Book Club, which was fortunate enough with weather to meet outdoors in person. Although it remains primarily curbside pickup, circulation is nearly the same as 2019. Pumpkins and bags of decorations, a library Halloween tradition, were distributed to 70 families, more than double last year. StoryWalk was a big success in both its Bird Sanctuary and Corey Taber Field locations. Plans are underway for the next StoryWalk.

JL presented the Finance report. The \$1,000.00 from the sale of the original Philip Read Memorial Library collection was deposited into the PRML "donations" account, as discussed at the October Trustees meeting. The remaining annual Trust Fund distribution of \$3,800.00 from the town was received and deposited. Our PRML Electricity Sales Agreement with our electricity supplier, First Point Power, is up for renewal at the end of the month. The least expensive plan is a three-year renewal at \$0.07655 dollars per kilowatt hour. A motion was made and unanimously approved by voice vote to renew our contract with First Point Power under their three-year plan. The 2021 library budget was discussed. In general, our intent is to level fund the budget, with the following exceptions:

- Increase in telephone service cost
- Decrease in electricity cost due to energy efficient upgrades at PRML
- Additional \$2,000.00 allotted for hiring a part time bookkeeper as a Professional Services expense
- Addition of the Elizabeth Sweet Dunlap Fund (approximately \$3,000.00 annually), under Programs Expense and Gift income.

JL reported that Steve Halleran reports the Town proposes a 2% salary increase for all town employees.

There was no facilities report; aside from turning on the heat, nothing was needed.

MK shared Steve Halleran has a new Personnel Policy handbook for the town. She also stated the Plainfield Public Libraries have their own Personnel Policy handbook, which was last updated in 2017. If the Trustees were to adopt the Town policy, changes would need to be made to include requirements of NH RSAs pertaining to libraries. The Human Resource Committee will review both policies for a recommendation to the board.

With neither Friends group meeting in October, there were no reports.

Public comment was received from Bonnie Swift at the end of the public meeting. She asked for clarification of the \$1,000.00 payment for the original collection, wondering whether it should be considered a donation or book sale for IRS purposes. The books were originally a donation to the library. MK and JL will research the question.

Per RSA 91A:3A, the Trustees announced the adjournment of the public meeting at 8:10pm to initiate a non-public session. The motion was seconded and moved unanimously by voice vote. The next Trustees (Zoom) meeting is scheduled for December 14 at 6:30pm, with a tentative interim (Zoom) meeting Monday November 23 at 6:30pm if the Building Committee has a proposal for us.

Plainfield Library Board of Trustees  
Minutes of November 23, 2020  
Special administrative meeting to discuss building plans from the Meriden Library Building  
Committee and Library Foundation.  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director.

Meeting called to order by JW-P at 6:33 pm. Roll call was taken.

Public comment was offered by Kevin Ramos-Glew, who shared his personal experience with Geobarns, his home builder. He described his experience as compassionate, respectful of dignity, vision and community. The company's design was economical, starting at price point and was open to discussion.

JL offered the Building Committee report. Earlier this year, Bensonwood (the original designer consulted) made it known that they were no longer prepared to be our general contractor. The committee's focus then switched to finding an architect and obtaining an independent cost estimate. Three architects were interviewed, and their proposals reviewed. A cost estimate was obtained from Trumbull Nelson to assess the continued validity of the numbers received from Bensonwood in 2018. It was suggested the committee look at Geobarns, a local residential and commercial design/build company that has the capability to provide an energy efficient building. When contacted, Geobarns quickly returned a preliminary design based on the previous preliminary design by Bensonwood. After carefully reviewing all the information, the building committee voted to recommend Geobarns as the project designer/builder, with oversight from Jay Barrett, one of the architects interviewed.

J Rendahl, Library Foundation Committee treasurer, reported that their assets currently include cash, pledges and stock gifts totaling approximately \$599,650.00. The cash is held in a CD to accumulate interest. They are pursuing grants and will continue to fundraise for the building project.

There was some discussion about the exact purpose of tonight's Trustees vote. JP expressed concern that the current Geobarns proposal was somewhat vague, with the cost of many items listed as TBD, leaving the way open for considerable cost overruns. Brad Atwater explained the only way to determine those costs more specifically was via a collaborative, detailed design and proposal from Geobarns and Jay Barrett. Tonight's decision would choose our team to facilitate the design process and give us final costs. We also discussed the need to come up with a Warrant Article for 2021 Town Meeting.

A motion was made by JL and seconded by JW-P to engage Jay Barrett to work in conjunction with Geobarns to move forward with the design process for the new Meriden Library. A voice vote was taken with JW-P, JL, RM and AC voting in favor, JP voting against. Funds for this process will be drawn from the \$15,000.00 previously authorized for design work.

Next steps were discussed, including the time frame for Trustees to get a Warrant Article to Steve Halleran. There is a joint Selectboard and Finance Committee meeting on Wednesday December 16<sup>th</sup>. It was felt the Trustees should present their decisions at that meeting. The Trustees next meet via Zoom on Monday December 14<sup>th</sup> at 6:30pm. At that time, we will discuss the Warrant Article and quantify the amount of money requested.

No public comment was offered at the end of the meeting.

Motion to adjourn was made and seconded at 7:43 and approved by unanimous voice vote.

Plainfield Library Board of Trustees  
Draft Minutes of December 14, 2020  
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director.

Meeting called to order by JW-P at 6:32 pm. The agenda was adjusted to accommodate Steve Halleran (Town Administrator), Jay Barrett (Meriden Library Architect), and Brad Atwater (BA, Head of Library Facilities) at the beginning of the meeting; administrative details were moved to later in the meeting by unanimous voice vote.

Public comment: Helen Koehler stated she is looking for information and transparency, wondering if the building can be downsized to accommodate Covid hard times. JL stated at this point there have been only slight changes to the footprint size.

Building Committee: JL gave some history about the choice of Jay Barrett as architect for the project. He was one of three architects the committee interviewed in September. Factors that led to Jay as their choice include the fact that being local, he has relationships with numerous local contractors, and he was a member of the Fairlee, Vermont Selectboard for 24 years. Jay described himself as not ego driven, but a “common-ground finder”. He is intrigued by the idea of working with our design/build company Geobarns to design an energy efficient building. BA, JL and MK will be directly involved in the details. A weekly or biweekly Zoom meeting with JL, MK, Jay, and Geobarns is anticipated to facilitate strong communication about the project. This portion of the meeting was concluded with Jay’s departure at 6:59.

The minutes of the November 9<sup>th</sup> and 23<sup>rd</sup> meetings were unanimously approved by voice vote. There was also a unanimous voice vote to seal the nonpublic minutes from the November 9<sup>th</sup> meeting per the current statutes.

Correspondence was received from Vern Braswell and Helen Koehler. These emails were printed out and brought to the Town Office to be placed into the Library Correspondence folder.

JL continued her Meriden Library Building Committee report. She stated that the Trustees will contract with Jay Barrett, and other necessary professionals will contract with Jay. All contracts are to be reviewed by Barry Schuster, the town attorney. We hope to have all the contracts in hand by the end of December. JL and BA were both in contact with attorneys at the Municipal Services Counsel through the NH Municipal Association for clarification of the state statutes regarding library spending. They were told that libraries are considered a separate municipal entity for purchasing. JP expressed concern about how the money will be handled, and that the architect should send all subcontracts out for bid.

Our next agenda item was discussion about the need to create a Warrant Article for Town Meeting. While we felt we needed more information about the project before an exact dollar amount could be set, we did discuss the ability to extend the nonlapsing status of the project to the end of December, 2025. There was no vote on this topic.

Director’s Report: MK stated that all programs remain virtual. She remains quite busy with State Library meetings. MK has updated the safety data sheets (MSDSs) to reflect the new items necessary to have on hand for Covid. Circulation remains about the same, up at the Meriden Library and down slightly at PRML, mostly curbside pickups at each library. More new library cards have been issued than in a normal year. Masked Reads remain popular. There have been three recent instances of staff needing to stay out of

work because of secondary exposure. MK expects decreased library hours over the next couple of weeks because of the holidays.

Treasurer's Report: JL shared donations for the month of November, including \$100.00 from Julie Murray in memory of Anita Barrett, and a \$70.00 donation for the October Senior Luncheon. Finances remain strong because of an unexpected salary surplus from Sarah Gillens' departure. JL will encumber funds for remaining 2020 expenses whose bills will not be received until after December 31<sup>st</sup> 2020. MK mentioned she may allow the New York Times subscription to lapse because of a large price increase.

JP asked that we discuss the paid bookkeeper position. Several individuals have been contacted but no one has agreed to take on the position. JP suggested we advertise, but it was decided to wait. The job would average 2-3 hours a month. While there is no line item in the 2020 budget for this position, it is part of the 2021 budget.

Additional reports: with the absence of BA, no facilities report was offered. JP has passed the Safety Policy to MK and RM for review.

Friends Reports: the PRML friends have met to elect officers for the coming year. The FOML did not meet.

The meeting was reopened to public comment. Mike Sutherland, Town Finance Committee chair, stated the December 16<sup>th</sup> joint Selectboard/Finance Committee meeting will include a discussion of town funds and the library. He also stated that there is no March date for 2021 Town Meeting. There was no other public comment offered.

The next Trustees (Zoom) meeting is scheduled as usual for the second Monday of the month, January 11<sup>th</sup>, 2021 at 6:30pm. There is also a tentative date of January 7<sup>th</sup>, 2021 for a potential special administrative (Zoom) meeting with to discuss finances for the Warrant Article.

There was a motion to adjourn the meeting at 8:18pm; it carried by a unanimous voice vote.