

Plainfield Library Board of Trustees
Draft Minutes of January 11, 2021
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 6:31 pm. Roll call of the Trustees was taken. Following the Selectboard's model, all attendees were asked to verbally confirm whether they were alone in the room or with someone else.

Public comment: Recently asked questions from Helen Koehler were answered by Shannon Decker, chair of the Building Committee. Each question was addressed; a written copy of the questions and answers is included as an addendum to these minutes and a copy of same placed in the correspondence folder at the Town Hall.

Vern Braswell asked questions about spending to date and wondered what's not included in the new building budget. Per JL, the budget is all-inclusive with the exception of solar panels for the building; the infrastructure will be in place for placement of the panels at a later date.

Vicki Ramos-Glew and Betsy Underhill expressed appreciation and gratitude to all the volunteers involved in the planning process.

Minutes of the December 14, 2020 meeting were moved, seconded and unanimously approved without discussion.

There was lengthy discussion regarding the Warrant Article for the new Meriden Library building, which asks the town for no new tax money, as the building will be constructed using privately donated funds. The article as currently written was read into the meeting by JW-P and shared on the screen for discussion. It is attached as an addendum to these minutes. Steve Halleran explained that the article is written to conform to DRA (NH Department of Revenue Administration) regulations. He also stressed that with the article as written there is no tax impact, but it allows for other already designated monies such as ADA funds to be applied. There were numerous questions about the ultimate cost of the project; fundraising continues so no final numbers are available at this time. JL made a motion to bring forward at the 2021 Town Meeting a Warrant Article to replace and build a new Meriden Library with no new tax dollars, with a non-lapsing appropriation until December, 2026. A voice vote of the Trustees was taken with JP voting against the motion, JW-P, JL, RM and AC voting in favor of the motion.

Updates from the Meriden Library Foundation and Building Committee were included in previous discussion.

Director's Report: No special programs were offered in December. Under Terri Crane's supervision, the library staff put together 78 make and take craft projects for town families. Make and take bags were also prepared for the senior luncheon thanks to funds from the Elizabeth Sweet Dunlop Foundation donation. Total 2020 circulation reflected only a small decrease (10% Meriden Library, 20% Philip Read Memorial Library) despite the months of

Covid closure of the libraries. Online circulation remains the same as last year; other Upper Valley libraries were down as much as 40%. Upcoming programs include, among other things, cookbook club, weekly story time, a tech program by Chuck McAndrew, and StoryWalk. MK stressed the importance of a library as community center and reiterated previous studies and surveys about library replacement done during her ten-year tenure to remind the public of the research done to support the need for the building replacement.

Financial Report: JL noted a \$100.00 donation to the Philip Read Memorial Library by Mike Sutherland. The New York Times online subscription continues thanks to the efforts of MK and a NH group of libraries who banded together and negotiated with the Times to moderate the cost. JL reviewed the year-end budget numbers and noted that over \$20,000.00 of the 2020 budget was returned to taxpayers. She presented a draft of the proposed 2021 budget for the annual town report.

Facilities Report: BA stated the elevator at the PRML was inspected and found to need a light bulb replaced. A previous issue with a dedicated elevator phone number was resolved.

Friends' Wish List: MK presented her wish list of items she has asked both Friends groups to support. These include an increase from \$500.00 to \$1,000.00 for the continuation of Hoopla, an extremely successful online program. Vicki Ramos-Glew stated the Friends of the Meriden Library will meet Monday, January 18th. Nancy Norwalk shared the Friends of the Philip Read Memorial Library will meet next month. Additionally, Nancy shared she has received lots of positive feedback about the painting of the library shed.

There was no additional public comment offered at the end of the meeting.

The next Trustees (Zoom) meeting is scheduled for the second Monday of the month, February 11th at 6:30pm.

Plainfield Library Board of Trustees
DRAFT Minutes of February 8, 2021
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.

The meeting was called to order by JW-P at 6:30 pm. Roll call of the Trustees was taken. Per new state regulations, Trustees and public attendees were asked to verbally confirm whether they were alone in the room or with someone else.

No public comments were offered. The agenda was adjusted to include a vote on the approval of the Warrant Article and unanimously approved. The January minutes were amended to reflect an incorrect date, and changes to the Warrant Article wording; they were unanimously approved as adjusted.

Correspondence: JW-P mentioned an email exchange with Eric Brann about his feelings concerning the Warrant Article for the building of the new Meriden Library. She will forward those emails to Michelle at the town office for placement in the correspondence folder. JL mentioned an email from Vern Braswell last month requesting clarification of spending to date on the new Meriden Library. The email was forwarded to Shannon Decker, building committee chair, for the answers, which are enclosed as an attachment. Vern shared he appreciated Shannon's thorough, transparent response.

The specific wording of the Warrant Article was extensively discussed and is included as an attachment to these minutes. There was an additional sentence added to the end of the article at the Selectboard meeting but the majority of the wording must remain as is per the NHDRA. The Trustees would like to see the sentence referring to the phrase "no new taxes" in boldface type to minimize resident confusion. The Selectboard voted for the Warrant Article two in favor, 0 against, one abstention. The Trustees vote to accept the article was four in favor, one against.

Building Committee update: things are moving forward. A structural engineer has been chosen by both the architect Jay Barrett (JB) and GeoBarns. We expect a contract from the architect in the next week. Working groups have been put together: the building engineering team (JL, BA [Brad Atwater] and SR [Shawn Rogers]); interior design team (MK, JL, TC [Terri Crane]); budget team (BA, JL, [Shannon Decker]). Weekly team meetings with JB and GeoBarns are anticipated. JL and BA will liaise at those meetings. The Building Committee has created an outreach committee consisting of SD, Suzanne Spencer, TC and Leeli Bonney. The goal is to have the design and construction budget done in early May to be ready for the June Town Meeting. JL shared monthly meetings with JB will help the Trustees stay up to date on the project, which would necessitate additional monthly administrative Trustee meetings. There was a brief discussion of whether the project could actually begin without all the pledges being collected as was stated at the 2018 Town Meeting; that will require further discussion. All pledge money goes to the foundation, not to the Trustees.

Bookkeeper: on a recommendation from MK, the position was discussed with Karen Johnson from Cornish. She recently started her own bookkeeping company, and is certified in quickbooks. References were positive: she's been great, takes initiative, community means a lot to her, works independently. Her rate is \$30/hr. MK suggested a "not to exceed clause" for hours for this year. A motion to accept the contract was made and seconded and unanimously voted in favor. To alleviate some of JL's responsibilities, AC will assume responsibility for online payment of the monthly bills starting asap.

Policy: JP had distributed prepared drafts of a safety policy and a fiscal policy for discussion. MK noted that per the Department of Labor, an organization with fewer than fifteen employees falls under the Town's safety policy. Since the Town's current safety policy is quite old, there was general agreement that it should be updated and perhaps in the interim the existing personnel policy might address some issues. However, it was suggested that the timing is suboptimal right now with all the attendant responsibilities of Covid and the upcoming new building construction and a motion was made to table discussion of the policies.

Director's report: MK shared that programs in January, Masked Reads, curbside pickup are going strong, and programs are under discussion for the for the next couple months, spring and summer.

Treasurer's report: JL reported a \$60.00 donation to Philip Read from Chris Wright. She deposited \$102 from the Meriden Library fines/lost book fund. There were no additional questions when the regularly scheduled audit was performed by Plodzick and Sanderson.

No other committee reports were presented.

Friends' reports: per SD, FOML will do their popular Soup and Good Books virtual Tuesday February 16th, recipes will be disseminated if you sign up. Nancy Norwalk shared that the Philip Read friends donated six boxes of discarded books to Mt. Ascutney Hospital; they also voted to give MK the money that had been requested for the wishlist for their library. A committee was formed to address a multifaceted celebration of the Philip Read's one hundredth birthday. There was a question about providing the Friends with a receipt for the Hoopla money; MK will work it out with Hoopla.

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

Dates were discussed for the next meetings. Monday, March 8th at 6:30pm is our regularly scheduled Zoom meeting, with a potential date of Tuesday, March 2nd as an interim meeting if needed. Following monthly meetings remain the second monday in the month, but moved to Monday April 5th to meet the requirement of meeting within 30days after the March 9th Town vote.

A motion was made, moved, seconded and unanimously approved to adjourn the meeting at 8:20.

Plainfield Library Board of Trustees
Minutes of March 2, 2021
Additional Administrative Meeting re: new Meriden Library building
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.

The meeting was called to order by JW-P at 6:33pm. Roll call of the Trustees was taken. Per new state regulations, Trustees and public attendees were asked to verbally confirm whether they were alone in the room or with someone else.

The agenda was moved, seconded and unanimously approved.

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

Tonight's meeting was devoted to the Building Committee update: The Building Committee was represented by Shannon Decker, Brad Atwater and JL. JL presented the documents available from GeoBarns, including elevation plans from all directions, interior floor plan with furniture placement, and examples of GeoBarns existing work. Each document was discussed as it was presented. The new one story building is 3,600 square feet; the existing building is a total of 2,400 square feet, 1,200 on each level. Brad Atwater (BA) indicated that GeoBarns is working on the energy data, most of it is included in the model. Noted on the interior plan are water fountains and a janitor closet with sink, which are now both required in public buildings. The multipurpose room is about 700 square feet. The main library space has designated areas for teen, juvenile, toddlers, adult fiction and adult non-fiction and there is a proposed enclosed breakout room for small meetings or get-togethers. MK and Terri Crane have allocated spaces for all the existing shelves and furniture. There is room for the current 11,000 item collection, but the goal is to cull to 10,000 items; we have the ability to utilize the Philip Read Memorial Library and interlibrary loan for items we don't have. MK has been in touch with library design professionals to confirm as necessary. JP expressed concern about safety behind the circulation desk and the potential need for a panic button; BA offered to discuss the idea with Steve Halleran. JP also expressed concern about a perceived lack of storage, but was reassured that there was ample storage space in the GeoBarns plan. BA indicated that while some of the structural specs for mechanical and lighting plans aren't yet ready, they are nearly 90% completed.

Completed plans are on track to have by May. It was suggested that the Trustees meet twice a month for the next couple months, one administrative meeting just for Building Committee updates, and our regularly scheduled second Monday of the month meeting. We are hoping for a contract from Jay Barret by the end of this week per BA.

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

At 7:16, a motion to adjourn was made, seconded and unanimously approved. The

Trustees regularly scheduled Zoom meeting is Monday March 8 at 6:30pm

Plainfield Library Board of Trustees
Minutes of March 8, 2021
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.

Public attendees included Vicki Ramos-Glew, Bonnie Swift, Terri Crane, Nancy Norwalk, Vern and Holly Braswell.

The meeting was called to order by JW-P at 6:34 pm. Roll call of the Trustees was taken and all meeting attendees, Trustees and public, were asked to verbally confirm whether they were alone in the room or with someone else.

The agenda and February 8 minutes were approved unanimously.

Bonnie Swift offered public comment, questioning the status of the PRML Friends check for \$1000.00. It was deposited last week, bank slip is on file in the library with the xerox of the check.

No correspondence was received.

Building Committee Report: JL reported on the recent GeoBarns meeting with the subcommittee to discuss materials. Brad and Shawn were helpful in the discussion, but GeoBarns is still researching. Types of material such as carpet were discussed, but nothing has been finalized yet. RBG (Resilient Buildings Group) is preparing the energy model that will provide information for design elements including the HVAC system. JL just received a draft proposal from Jay Barrett; it still requires review by Barry Schuster, Plainfield's town attorney. A question was raised about who should sign this, all of the trustees or a subset; the question will be posed to the town attorney. JL suggests we hold Trustees meetings every two weeks, our regularly scheduled second Monday of the month for meeting, and another meeting two weeks later for building committee updates.. JP had questions about locations of printer, public computer, etc; JL states the areas have already been designated.

Director's Report: MK has attended a recent Primex Insurance conference on best practices in hiring. Virtual story time is going well. Programs have been well attended, especially the recent one about the life of Lucy Stone. Philip Read statistics showed more February circulation than a year ago. Terri's newsletter currently reaches approximately 500 email addresses. There was a discussion about how to reach more patrons, with suggestions to leave a printed copy at both stores and the Town Office.

Treasurer's Report: JL mentioned the \$1,000.00 donation from PRML Friends for their share of Hoopla. Also received was the annual gift from the Elisabeth Sweet Dunlap fund in the amount of \$3,745.65. Both have been deposited. MK is already in contact with Stephanie Schell about the senior fall foliage tour with food to comply with the Dunlap funding (to be used for NH or New England history). Also in line with Dunlap funding was the recent program about Lucy

Stone and the upcoming 3/11/21 quilt program. The new bookkeeper passed her background check and signed her contract. JL expects she should be able to do the reporting and bookkeeping for April. She has been asked to create her report in four columns to make it easier for people to read.

Facilities Report: in Brad's absence, MK reported the replacement of some light bulbs, some of which needed special order. A new sneeze guard was created.

No other committee reports were offered.

Friends' Reports: The Philip Read Memorial Library 100 year Celebration Committee has identified August 2nd as the date for their big celebration, for which they have booked a ventriloquist to perform. In addition, several smaller monthly events are planned, including planting 100 daffodil bulbs and 100 additional flowers. The Friends of the Meriden Library held their annual soup and book review night in February, which was attended by 21 adults and eight children. They also pledged support for MK's entire wishlist, and are exploring other ways to help promote the new library building, including a promotional video to be completed by Town Meeting.

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

Our next (Zoom) meeting is scheduled for Tuesday, March 23rd at 6:30 pm; we expect discussion to include contracts and additional design elements. Our April meeting is Monday the 5th at 6:30pm to accommodate the requirement to meet within four weeks from town voting.

A motion was made, moved and seconded at 7:17pm to adjourn. It was approved unanimously.

Minutes of March 23, 2021
Additional Administrative Meeting re: new Meriden Library Building
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. Public attendees included Bonnie Swift, Nancy Norwalk, Vern and Holly Braswell, Shannon Penney Decker (SPD), Terri Crane.

The meeting was called to order by JW-P at 6:33. Roll call of the Trustees was taken. Per state regulations, Trustees and public attendees were asked to verbally confirm whether they were alone in the room or with someone else.

The agenda was approved unanimously. JL asked about future procedures to approve the previous minutes. We will forgo approving minutes at and subsequent administrative meetings and will approve them at the regularly scheduled second Monday of the month Trustees meetings.

SPD and JL offered a building committee update. The energy modeling by RBG is complete, confirming the energy efficiency of the building. Based on this, incentives for the design and construction of the building through NH Saves are being pursued. The energy model also confirmed the efficiency of the insulation design by GeoBarns. Structural design is more than 90% complete, awaiting a review by the structural engineer. Civil (site) design still needs some elements; Brad Atwater and Ryan with GeoBarns are talking with civil engineers and site contractors to complete site design plans. Material choices are being solidified for the building's interior and exterior.

There was a parting of the ways with the original architect for the project, Jay Barrett, when it became apparent that the process of working with GeoBarns was not advancing. JL has been in contact with him; Jay never sent us a contract. JL will investigate whether he has done any work that will be transferable. This will not delay or interfere with any work that GeoBarns is currently doing, their design process continues and members of the building committee have already made contact with a new architect.

Public comment at the end of the meeting was offered by Vern Braswell. He echoed JP's question about whether this is costing any unreclaimable money. To date, Jay has sent us neither a contract nor a bill for any services.

A motion was made, seconded and unanimously passed at 7:01 to adjourn the meeting. The Trustees will next meet on Monday, April 5 at 6:30 via Zoom.

Plainfield Library Board of Trustees
Minutes of April 5, 2021
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. Public attendees included Bonnie Swift, Nancy Norwalk, Vern and Holly Braswell, Shannon Penney Decker (SPD), Terri Crane, Brad Atwater (BA).

The meeting was called to order by JW-P at 6:31. Roll call of the Trustees was taken. Per state regulations, Trustees and public attendees were asked to verbally confirm whether they were alone in the room or with someone else.

The agenda was moved, seconded and approved unanimously. JW-P read the RSA for a non-public session-- Pursuant to statute (RSA 91-A:3) – (a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, of 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 a person requests an open meeting.

No public comment was offered.

Minutes of 3/2, 3/8/ 3/23 were discussed, leading to a discussion of how and when to approve minutes within our new framework of frequent meetings. JW-P suggested the previous month's minutes be approved at the first meeting of the next month. JP had a question about the wording of the last sentence of the Building Committee report, expressing concern that she read it as a fait accompli. The sentence was amended to reflect that the architect recommended by GeoBarns was a candidate, not a selection. All three sets of minutes were then unanimously approved.

Correspondence: JW-P received a phone call from Bonnie Swift about SPD and BA being able to review invoices before they were paid. Bonnie wanted clarification that only Trustees can spend funds. JW-P reassured her that they were reviewing invoices in an advisory capacity based on their individual expertise.

Election of officers was discussed. The group of officers serving now is the same group as serving before last month's election. RM suggested we keep the same officers, the group voted a unanimous yes.

Committee assignments also remained the same: HR members are JW-P and RM. Financial members are AC and JL. Friends' liaisons remain RM to PRML friends, JW-P to FOML. JL art committee, JL to building committee, JP and RM policy. A motion to accept the same appointments was seconded and unanimously approved.

Building Committee: JL reported that the search continues for a civil engineer for site work. A scope of work document is being disseminated to MW Soil, Pathways and Right Angle Engineering. Wetlands review and driveway permits are already in place. BA is working with Resilient Buildings Group (RBG), Liberty Utilities and GeoBarns to determine the mechanical, electrical, and plumbing (MEP) design tasks and to ascertain which tasks can be incentivized through Liberty Utilities' NHSaves program. The design team has an upcoming meeting with a rep from Milliken Flooring. We are still in negotiations with James D. Smith, the Massachusetts architect recommended by GeoBarns. He has been sent a scope of work, including review of work, stamping and signing drawings and documents. He plans an in-person site walk meeting with reps from the committee soon. GeoBarns sent a design contract and an invoice for \$6,200 for work done weeks ago, which JL paid from the \$15,000.00 previously approved by the Trustees. The invoice included \$5,000 for GeoBarns' 50% design completion and \$1,200 for RBG's energy modeling work. BA hopes to recoup $\frac{3}{4}$ of RBG's invoice cost from the Liberty Utilities incentives. JP asked for an update on the single access circulation desk and panic buttons for both libraries. No changes have been made to the design at this time.

Director's Report: JW-P congratulated MK on the very successful month of programs. MK commented that she continues to search for additional programs that satisfy the requirements of the Elisabeth Sweet Dunlop grant. MK has successfully submitted her statistical reports to the state, which in turn go to the federal government. She also submitted an application to the NH State Library for a summer learning grant for children, specifically for items like tech toys, STEAM toys and other items to be used in the summer program.

Treasurer's Report: deposits were made, \$200.00 donation to the PRML and \$36.00 in PRML fines. Our new bookkeeper Karen Johnson has moved Quickbooks online, set up for all five accounts. The look of the reports has changed and is now easier to read.

Facilities Report: projects are lining up for the year. PRML needs to replace the hot water heater, Steve Halleran has signed off on it. A tankless heater is being investigated. A walkaround for the outside of the building is scheduled now that the snow is gone.

Friends' Reports: for the PRML friends, Nancy Norwalk reported that info was sent to the high schools about the Scholarship Fund, with a 5/14/21 application deadline. The 100 year celebration was discussed. An event scheduled for July is book discussion on something popular in the 1920s, The Great Gatsby was chosen. The date of the ventriloquist was moved to August 28. SPD reported that the FOML is exploring programs for both children and for the summer. Their preference is to do something non-zoom, including a gardening themed adult event.

At 7:25, a motion to enter into a non-public session was made, seconded and unanimously approved. Pursuant to statute (RSA 91-A:3) – (a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, of 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 adversely affect the reputation of any person, other than a member of the public body itself, unless such a person requests an open meeting.

At 7:52, a motion was made to return to public session; it was seconded and unanimously approved.

No public comment was offered on our return to public session.

Dates for the next meetings were chosen: going back to the regularly scheduled second Monday of the month, the monthly meetings will be at 6:30pm on May 10th, June 14th, and July 12th via Zoom. Additional administrative meetings to accommodate building committee reports will be added on Monday, April 19, (the building committee meets on Friday, April 16), additional meetings will be scheduled as needed. The June 14th regular meeting is scheduled for after the Town Meeting on June 5th, rain date June 12th. A potential meeting with the Selectboard, Building Committee, Meriden Library Foundation and the Trustees to determine transfer and payment of money from the existing accounts. The Selectboard meets first and third Wednesday of the month. Our hope is to meet in May on Wednesday May 5th, JW-P will check with Steve Halleran about putting us on the agenda. A Meriden Library Foundation representative will need to be there, Mary will contact the Foundation to discuss when we have solidified a date. We will discuss additional meetings at our May 10th meeting.

Plainfield Library Board of Trustees
Minutes of April 19, 2021
Additional Administrative Meeting re: new Meriden Library Building
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. Public attendees included Bonnie Swift, Nancy Norwalk, Shannon Penney Decker (SPD), Terri Crane, Helen Koehler, Vern and Holly Braswell,

The meeting was called to order by JW-P at 6:31. Roll call of the Trustees was taken. Per state regulations. Trustees and public attendees were asked to verbally confirm whether they were alone in the room or with someone else.

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

The agenda was amended to reflect the correct day of the week and was then moved, seconded and approved unanimously. The need was reiterated for additional meetings for the next several weeks, with the need for occasional Tuesday meetings to accommodate the Monday PRML book group.

JL presented numerous building committee updates, the first of which involved Jay Barrett's invoice. His original proposal was for \$21,000.00, but was reduced to \$5,424.54 for his services after discussion with Barry Schuster, town attorney. The invoice also included an item for \$5,500.00 for drawings created by Bob Palucci, structural engineer, with whom Jay Barrett had an agreement. Jay will not be stamping anything as architect of record; all architect stamps will be issued by James Smith, the architect recommended by GeoBarns. Barry Schuster advised that Jay's invoice be approved and paid. JL asked that the Trustees authorize release of funds so she can pay the above noted invoices, as well as upcoming invoices for civil engineering design, mechanical/electrical/plumbing (MEP) design, GeoBarns' upcoming payment, retainer for the new architect, and Barry Schuster. The total of those invoices is approximately \$50,000.00. A motion was made by JW-P to transfer \$45,000.00 of the approximately \$207,000.00 the Trustees hold to cover these expenses; the motion was withdrawn to initiate a discussion concerning oversight of the invoices. JP stated her desire to review all the invoices, despite the fact that they are currently being reviewed by two professional members of the Building Committee and JL. JP expressed concern that there was no system in place to deal with overpriced invoices. A motion was made by JW-P to authorize the use of up to \$45,000 from the Meriden Library building fund held by the Trustees to be used to pay for the remaining design work. The motion was seconded and approved 4 to 1 with JP voting against. The motion to pay Jay Barrett's invoices was re-introduced, seconded and passed unanimously.

JL presented James Smith as the new architect candidate. He recently came to Meriden for a site visit. He has worked with GeoBarns in the past and expressed a willingness to get started. After receiving a detailed scope of work, he presented JL with a proposal for \$9,000.00 for the entire project, to be paid in thirds as follows: the first payment of \$3,000.00 to begin the work, an

additional payment of \$3,000.00 at the time of permit issue, and the final payment at the time the certificate of occupancy is issued. SPD reminded us that even with what we paid Jay, we are still within the original budget proposed for work as the architect of record. His proposal has been reviewed by Barry Schuster. JP asked who is responsible for acquiring the necessary permits; JL stated when the design process has been completed, the Building Committee will begin the permitting process. A motion was made and seconded to accept both James Smith and his proposal as part of the hiring process, it was unanimously agreed.

JL presented civil engineering as the next aspect of the updates. She and BA are talking with Erin Darrow of Right Angle Engineering. Steve Halleran has worked with her in the past and recommended her. She was given a detailed scope of work and returned a proposal with an estimate for \$10,000.00 to complete site design, which is less than Pathways, the other company consulted. The Building Committee recommends her for site design work. Since the permitting process cannot begin without the site design, we need to move forward with a choice. Barry Schuster advised we need to be given detailed proposals based on the scope of work expected, which Erin has done. JW-P made a motion to accept her and her proposal, it was seconded and unanimously voted to accept her proposal and pay her requested \$1,500.00 retainer.

Budget updates were next on JL's list. GeoBarns is solidifying budget numbers to reflect updated material costs. We are still close to the original budget projections, and will be able to get more detailed numbers when the site design and MEP design are complete. BA has been working closely with GeoBarns and Liberty Utilities to identify and apply for grants and incentives that might be available to us.

JL reported on a meeting with a representative from Milliken, a commercial flooring company, as part of the interior design work. Samples of carpet, luxury vinyl tile and luxury vinyl plank flooring were reviewed and a CAD drawing was provided to them to enable budgeting of materials. Milliken is part of the Massachusetts Higher Education Consortium, which entitles us to a 51% discount on materials. There was also discussion about outdoor lighting and sidewalks.

We next discussed the EBSCO grant available for solar panels on libraries. BA and MK have been in contact with them; the Building Committee is creating a proposal for the grant, which is due May 1.

There is a joint meeting with the Selectboard, the Library Foundation, the Building Committee and the Trustees on Wednesday May 5th. Steve Halleran has stated he will do his best to clear the agenda so the library will be the item of discussion; some items on that agenda include transfer of funds, how best to facilitate bill paying, when construction can begin, and the disposition of the existing Meriden Library building. Steve Halleran has requested a cover letter accompany each invoice presented for the project during construction.

Several chat messages were sent during the meeting by members of the public. JW-P, Trustee chair, asked that chat not be used for public comment and that Trustees raise their hand to be called upon. She reminded everyone that public comments are encouraged at the beginning and the end of the meetings; no comments were offered by the members of the public at either opportunity. Zoom also offers a raised hand feature.

The next Trustees meeting is scheduled on Monday, May 10 at 6:30pm via Zoom. The Trustees acknowledged the need for at least one meeting before Town Meeting (June 5th), on Tuesday, May 25th with a potential for an additional May 31st meeting as needed, both via Zoom.

A motion was made at 7:46pm to adjourn, it was approved unanimously.

Minutes of May 10, 2021
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Adrienne Cedeno (AC), Mary King (MK) library director. Public attendees included Terri Crane, Shannon Decker, Nancy Norwalk, Bonnie Swift, Brad Atwater.

Meeting called to order by JW-P at 6:32 pm. Roll call of the Trustees was taken. Per new regulations, Trustees and public attendees were asked to verbally confirm whether they were alone in the room or with someone else.

The agenda was amended to reflect two sets of minutes to be reviewed, April 5 and 19. With that addition, the agenda was moved, seconded and unanimously approved. JP stated she was confused by the reference in the April 19 to the new architect stamping the drawings; she felt the new architect was being used without being approved. The minutes were amended by moving that sentence to the next paragraph and were then moved, seconded, and unanimously approved.

Public Comment: Bonnie Swift expressed some confusion about where to find the online connection to the Trustees meeting, stating she would like it on the town website rather than the library website. Since the posting is currently the purview of Steve Halleran, MK will bring it up with him.

Building Committee update:

- JL stated that as approved at our previous meeting, she has paid the retainers to Jim Smith and Erin Darrow, and bills from Jay Barret and Barry Schuster.
- Erin has begun her work, reaching out to a local surveyor.
- The EBSCO solar grant was submitted a week ago for the roof mounted option for \$54,000.00 based on Revision Solar's proposal.
- Brad suggested storing the book trailer at the Ferry Hill site (next to the gravel pit behind the town garage) because it's covered and therefore less apt to weather fluctuations, and the building is locked. Steve Halleran agreed the Ferry Hill site could be used to store the trailer.
- An electrical engineer, Peter Hooper, has been approved and has already met with MK. His goal is to deliver a good/better/best set of solutions, and will walk us through the pros and cons of each piece.
- Energy incentives came through from Liberty Utilities, with initial approval for \$9,400.00 earmarked for building energy efficiency. Additional work is ongoing to receive another \$3,000.00-4,000.00 in incentives.
- Shannon reported on the ongoing outreach options with information for town residents which will have links to the town website with updated information; the hope is to have flyers and brochures printed this week. Steve Halleran is in the process of drafting an ad for the sale of the current Meriden Library building, contingent on town meeting.
- Thermally set siding options are being discussed by Brad and Shawn Rodgers.

The recent joint meeting with the Selectboard was summarized. JW-P stated the meeting gave us time to talk about our plans to proceed and initiate the discussion for the sale of the building.

Although the Library Foundation members never had a chance to speak, they felt it helpful to be there. MK expressed concern about the lack of trust surrounding this project. We feel we are being as open and up front as possible, and reiterate we will not be asking the town for any additional money.

Director's Report:

- JP asked MK to track the number of town residents using the libraries. With current privacy regulations, MK is unable to do that. Visits into the building are hand counted, but staff can't catch the people who come to the lobby to pick up curbside.
- In the latest round of federal COVID recovery money, quite a bit of it was designated for libraries, mostly population based. The state of NH will receive approximately \$2.3 million dollars. MK states Plainfield Libraries will receive approximately \$4,000.00, contingent upon completing a grant proposal. We are one of 12 communities in the state that have two libraries. MK will consider the grant as a whole for the libraries. There will be a second round for leadership grants, up to an additional \$10,000.00, available at the beginning of 2022. A caveat is that the money must be spent quickly, which must be approved by the Governor and council. Because this is Federal money, it comes with CIPA restrictions around childrens' computer safety; however, compliance with federal CIPA regulations would put us out of compliance with our internet policy. MK would like to use the grant money for outdoor furnishings for both libraries for the summer.
- Our current IT consultant, Chuck McAndrew, is resigning, but he referred us to the person who currently manages the Lebanon libraries website; upgrades are provided by Drupal web content management. Jacqueline Frisina would continue monthly website maintenance and security updates at a rate of \$40/month, a total of \$480.00 per year beginning in May. The money for this already exists in the Library budget; her replacement hire was moved, seconded and approved unanimously. MK is also looking for a consultant to help with computer setup.
- Reopening was discussed, but we are still not ready yet. Summer is here, so as much as possible programming will be outside. The PRML meeting room will be available only to sponsored library programs, book or game groups, no more than 12 people per gathering. The very popular curbside pickup will continue for now. Books are now quarantined for only 24 hours, despite the state's recommendation to maintain their 72 hour quarantine. Appointments are still available, and recommended for families hoping to use the childrens' rooms. Patrons are encouraged to come back into the buildings but should call first because of limited seating, and visits are limited to 30 minutes. Appointments are required for the PRML special collection. The ultimate goal is patron and staff safety.
- MK is looking for a library substitute for the summer, perhaps longer; we are currently understaffed and may be unable to fulfill our two staff members during open hours criteria. This is not a permanent position so trustees do not have to vote on it, MK projects the salary at \$11.00/hr.

Financial report: JL reports gifts of \$558.04 reimbursement from the PRML friends for scrapbooking materials for the special collection, and \$75.00 from the Hanover Garden Club. The first appropriation was received from the town in the amount of \$10,500.00 to cover the libraries' operational costs. A staff computer replacement was purchased for the Meriden Library. JL will send corrected P&L when they're ready.

Facilities Report: small fixes outside PRML needed later in the calendar year, some light bulbs need replacement. JP expressed satisfaction with the magnetic letters for the sign.

Friends' Reports: no PRML report, just a reminder they are sponsoring the 100 year celebration. Shannon Decker stated the FOML meet next Tuesday to discuss summer programming.

Public Comment: Bonnie Swift stated the PRML friends agreed to pay for the magnetic letters, and will work with MK to either pay the company directly or reimburse the Library. Terri Crane asked a question about a probationary period of 2-3 months of decreased salary for the substitute hire, but that policy does not hold for subs. RM has the HR policies for town and library for comparison. Nancy Norwalk mentioned RSA 41:14-A regarding town acquisition or sale of land/buildings or both, JW-P will call Steve to discuss

It was decided to cancel the May 25th and 31st meetings, in favor of a Tuesday June 1, zoom meeting at 6:30 pm. The next Building Committee meetings are scheduled for May 14th and 28th. The next regularly scheduled Trustees meeting is Monday, June 14th.

Motion to adjourn the meeting at 8:01pm was moved, seconded and unanimously approved.

Plainfield Library Board of Trustees
Minutes June 1, 2021
Zoom Meeting—response to COVID-19 restrictions

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Adrienne Cedeno (AC), Mary King (MK) library director. Public attendees included Terri Crane, Shannon Decker, Nancy Norwalk, Bonnie Swift.

Meeting called to order by JW-P at 6:32 pm. Roll call of the Trustees was taken. Per current regulations, Trustees and public attendees were asked to verbally confirm whether they were alone in the room or with someone else.

The agenda was moved, seconded and unanimously approved.

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

The plan for Town Meeting was discussed. JW-P will read the warrant article, sharing our excitement about the new 40% larger, ADA compliant, energy efficient building. JL discussed amending the article to reflect a \$10,000 increase in the amount of money requested, offset by the amount of donation money raised. JL will speak about the budget as well as the bones of the building. A computer and projector will be available to show the GeoBarn designs for the building. We have Geobarns best up to date budget numbers. MK mentioned the confusion of a patron who was told the library vote was to determine whether there would continue to be a library in Meriden, not on replacing and upgrading the building. JW-P will address that misinformation and thank everyone involved. MK will ask the benefactor if they would like their name shared or privacy protected.

The mask policy was discussed in light of the selectboard recently rescinding the town mask mandate; however they stated the Trustees can make their own policies. Most libraries around the state continue to require masks. MK expressed concern for the health and safety of staff and certain unvaccinated segments of the public if the public accesses the libraries unmasked. The libraries serve children, adults, and unvaccinated and immune compromised patrons; MK cannot violate privacy by asking employees if they're vaccinated. Stephanie Schell, town health officer, recommends masking at least through the summer. In compliance with Plainfield School policy, masks are required at Town Meeting because it is held on school grounds; there will be a separate section for unvaccinated individuals. Staff will continue wearing masks in the libraries for their own protection. JP expressed her feeling that rescinding the mask mandate does not interfere with an individual's choice to continue masking in public or at the libraries. MK and staff will keep track of whether patrons come in unmasked; they will be politely asked by staff to mask, socially distance and use hand sanitizer. MK is eager to start walk-in hours, but will still make appointments for the childrens' rooms and ask that masks be worn. Curbside pickup will remain in place for the time being.

Mk discusses the possibility of resuming in person meetings. We discussed whether Trustees and other individuals want to be in a meeting room with unmasked people. If we meet in person, we need to meet at PRML because of space restrictions in the Meriden Library. Pending the

governor's decision whether or not to drop the emergency declaration regarding in person meetings, our next meeting scheduled for Monday, June 14 at 6:30pm will either be in person at the PRML meeting room or via Zoom. Please check the town website for confirmation.

Public Comment: Bonnie expressed her feeling the CDC was premature in lifting the mask mandates, and that the unknown of who is or isn't vaccinated places a burden on municipalities. She encourages us to continue to Zoom our meetings so individuals who are uncomfortable with the laxity of masking can continue to attend Trustees meetings.

At 7:43, a motion was made to adjourn. It was seconded and unanimously approved.

Plainfield Library Board of Trustees
Draft Minutes June 14, 2021
Meeting at the Philip Read Memorial Library

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Adrienne Cedeno (AC), Rosemary Mills (RM), Mary King (MK) library director. Public attendees included Terri Crane, Shannon Decker, Nancy Norwalk, Bonnie Swift, Vern and Holly Braswell.

Meeting called to order by JW-P at 6:32 pm. Roll call of the Trustees was taken. Per current regulations, Zoom attendees were asked to verbally confirm whether they were alone in the room or with someone else.

The agenda was moved, seconded and unanimously approved.

Public comment was offered by Nancy Norwalk, who stated she would have come to the meeting in person if she had known it was not strictly a Zoom meeting. It was explained that with the governor rescinding his emergency declaration last Friday, we must now revert back to pre-Covid in person meeting requirements.

Approval of minutes from May 10 and June 1 was discussed. JP mentioned two errors, a missing word and a missing comma. The minutes were unanimously motioned, seconded and approved with those changes.

Email correspondence was received from Diane Rogers, resulting in a continuing dialogue between Diane and JW-P. JP expressed some concern that there is a segment of the town population that does not use the libraries. She also stated there is a perception among some people that having two libraries separates us rather than brings us together. JW-P suggested another one town, one book event. MK has it on the agenda for 2022, it takes a year of planning. MK and staff have been and will continue to promote both libraries. The final piece of correspondence was a thank you note from Sarah Gillens. All written correspondence will be placed in the folder in the town office.

A quick mention of Town Meeting was offered; there was agreement that things went well, we were transparent and JW-P and JL presented appropriately.

Building Committee: JL stated that we are waiting for Erin Darrow, the civil engineer, to give us her plans so we can finalize our budget. The ad offering up the existing building resulted in only one person requesting more information, Thom Lappin. We are working with ARC, the mechanical engineering company, to provide us with an estimate for MEP work. On the interior design side, Ryan, Peter and MK are strategizing the lighting design. The additional survey work on the property has been completed by Chris Rollins. It was suggested that Steve Halleran add a monthly library building committee update to his weekly update. Letters went out to pledge donors; we have already received 60% in the first week. We continue to work with GeoBarns to tighten up the budget.

Directors Report: MK states regular book groups continue monthly, story time is outside at The Meriden Library on Thursday mornings. Cookbook group continued with a lovely cook-along presentation. Thanks to programs like curbside pickup, circulation is not that far off from pre-Covid numbers. MK states that the appointment system is no longer in effect, people are free to browse the libraries; we are, however, limiting the children's room to one family at a time so a phone call or email before a visit is advisable. In an update on the substitutes, MK heard from 2 people, Anita Brown and Dan Falcone, and would like to bring them both on board. They are not considered permanent employees but at-will substitutes; the Trustees unanimously approved their hire. Their focus will mostly be working the circulation desk and reshelving books. ARPA, the covid American Rescue Plan Act, has money set aside for all libraries on a population basis. The town of Plainfield has received a total of \$3,934.00 for both libraries. Because it's a federal grant, the spending regulations are very complicated. MK wants to buy a Meeting Owl, a sophisticated web cam, costing approximately \$1,000.00. The device will help meet our goal of offering programs as hybrid inperson plus Zoom. MK also wants to use some of the funding for outdoor furnishings--picnic table and 3 folding adirondack chairs for each library to enhance the use of outdoor wifi and summer programs. The current budget has \$400.00 earmarked for furnishings and equipment, enough to cover a good sized outdoor canopy. A replacement tarp is needed for the existing Meriden tent canopy. The passing of the town budget facilitates salary increases for town employees, retroactive to the beginning of July. Employee evaluations will begin in July.

Treasurer's Report: JL reported deposits of the PRML friends payment for magnetic letters and a summer learning grant sponsored by a small NH foundation; this grant is specific for tech and STEM (science, technology, engineering and math) for small libraries. Each library will have some packets that patrons can check out with some STEM toys like Magna-Tiles, set up in backpacks. JP asked about summer programs for adults. JL reported on the difficulties encountered with the new Mascoma Bank online interface. JP expressed dissatisfaction with the new budget interface, declaring it difficult to read.

No facilities report was offered.

JP would like to resume policy revisions, MK specified the internet policy as the first to revise.

Friends' reports: Nancy Norwalk stated Steve Taylor's talk went well, with 57 people in attendance. Upcoming commemorative events will continue monthly. Shannon Decker stated the FOML sponsored an outdoor program with storyteller Simon Brooks. Upcoming summer plans include the Puppet Lady, rockets, and ice cream in August.

Public comment was offered at the end of the meeting. Vern wonders if there's a conflict of interest in the Lappin's interest in the existing Meriden Library building because of Amy's position on the Selectboard. Steve Halleran is aware of it, and will discuss this with town attorney Barry Schuster if the Lappin's move forward with their proposal. Terri Crane clarified she and MK choose the summer programs but the Friends are providing the funds.

A motion to adjourn was moved, seconded and unanimously approved at 7:40. The next meeting is scheduled for Monday, July 12 at 6:30pm at the Meriden Library, with Zoom attendance available for those who want it.

Plainfield Library Board of Trustees
Minutes July 12, 2021
Meeting at the Meriden Library

Present: Jen Lenz (JL), Romary Mills (RM), Jeanne Woodward-Poor (JW-P), Judy Ptak (JP), Mary King (MK), library director.

Public Attendees; included Terri Crane and Nancy Norwalk.

Meeting called to order by JW-P at 6:31 PM. Roll call of the Trustees was taken; Adrienne Cedano (AC) called in by Zoom.

The agenda was moved, seconded and unanimously approved.

Public comment was offered by Nancy Norwalk who asked for paper copies of any handouts. They were provided to her.

Email correspondence was received from Ken Gilcrest. Because it was widely disseminated, we chose not to file it in the town library folder.

Building Committee: JL reviewed the current draft of the site plan; we expect a final draft this week. Parking needs some tweaking but we are deliberately “keeping it simple.”

At 6:45 JW-P left to attend the Zoning Board Meeting concerning Thom Lappin’s application for a variance. JW-P handed the meeting over to Vice Chair JP.

Director’s Report: MK reported that June had been a busy month; with curbside pick up, circulation is near pre -COVID numbers. People are now free to browse the libraries but we are still limiting the children’s room to one family at a time and patrons have been cooperative about having their children wear masks.

ARPA, The Covid American Rescue Plan Act, has given \$3944 for both libraries. Because it is a federal grant, the spending regulations are complicated and MK worked during her vacation to re-do requested paperwork. Other local libraries did not re-apply for these funds because of the extra work.

Hedwig, the Meeting Owl obtained with some of these funds was a big hit and will be a helpful device for future hybrid in-person/ Zoom meetings. The grant also paid for outdoor furniture for each library.

We discussed the One Town /One Book project and how it involves a great deal of planning and publicity. MK will contact the women who helped coordinate it in previous years.

JL mentioned that a book concerning New England history would be a good possibility. JP hoped there would be a chance to visit the corn maze as part of the Elizabeth Sweet Dunlap fall outing; some of the trustees expressed concern and MK will get in touch with Stephanie Schell.

Treasurer's report: JL offered budget handouts. JP questioned why separate checks were sent to one company and JL stated that is how Brodart invoices.

No Facilities report was offered.

Policy Committee: MK handed out three internet usage policies for the committee to work on.

HR Committee: JW-P and RM met with MK to discuss evaluations which are in progress. Town is also finalizing its raises and salary changes; they will be retroactive to July. JW-P will send out a questionnaire concerning MK's evaluation.

Friends Reports: Nancy Norwalk reiterated how well Steve Taylor's talk went on June 10, The PRML One-Hundred year celebration committee has met today to work on the upcoming "Games Your Grandparents Played" event. (July 30), Nancy also noted that the annual September book sale will take place this year.

No public comment was offered.

A motion to adjourn was moved, seconded and unanimously approved at 7:18 PM.

Our next meeting is scheduled for Monday August 9 at 6:30 PM at the PRML with Zoom attendance available.

Plainfield Library Board of Trustees
Minutes August 9, 2021
Meeting held at the Philip Read Memorial Library

Present: Jen Lenz (JL), Jeanne Woodward-Poor (JW-P) chair, Adrienne Cedeno (AC), Rosemary Mills (RM), Mary King (MK) library director. Public attendees included Nancy Norwalk, Brad Atwater, Terri Crane via Zoom, Shannon Decker via Zoom, Vern and Holly Braswell via Zoom.

Meeting called to order by JW-P at 6:32 pm. As Vern Braswell reminded us, since we are meeting in person, no roll call is needed. Per current regulations, Zoom attendees were asked to verbally confirm whether they were alone in the room or with someone else.

The agenda and minutes were discussed. A last minute item was added to the agenda earlier in the day at the request of JP and JL offered a clarification to her statement last meeting about one town, one book. With those additions, the agenda and minutes were moved, seconded and unanimously approved. JW-P abstained from the minutes vote because she had stepped out of the meeting to represent us at the ZBA meeting.

The floor was opened to public comment, none was offered.

No correspondence was received.

Building Committee report: JL displayed the site plan, indicating the parking area revisions to only 8 spots with flat grade on the other side for future expansion. There is a suggestion to go with gravel, as it is less expensive and cooler than asphalt. An additional benefit is that we can keep an oak tree. Dry wells, grading and swales discussed w/Erin. The decision was made to maximize green space wherever possible. The Planning Board wants to meet and discuss the site plan at their August 23rd, 6:30pm meeting beginning with a site visit at the library. GeoBarns will contact site contractors for requests for proposals. They have a November start date in mind. Outreach information will be available on FaceBook and Steve's weekly blurb.

Foundation update: All the major pledges have been received, totalling \$908,000.00 in hand.

JW-P suggested a letter from the Trustees and Foundation thanking the town for their support. The letter can be sent to Plain Facts and the Valley News.

Library hours were discussed. An oversight occurred, resulting in confusion about the equity of hours in both libraries. MK is aware and has addressed the issue. However, as we expect the Meriden Library to close for renovations in the near future, it seems that will no longer be an immediate issue.

Director's Report: MK presented her report, detailing recent programs and acquisitions. When construction begins on the new Meriden Library, the PRML is expected to remain open 6 days a week to accommodate the hours of the Meriden Library. Information pertinent to staffing and packing of books might be available at the September Trustees meeting. A temporary library

drop box in Meriden was discussed. Delivery of outdoor tables and chairs was received, a new canopy was also ordered but not yet received.

Treasurer's Report: JL noted two gifts were received, one from each set of Friends, for Hoopla and the recent wildlife program. Mascoma Bank once again changed their bill pay process. ARPA funds have been received. Library cataloging software, an expensive annual bill, has been paid for this year.

Facilities Report: To meet the needs of the Town Hall, Brad reported that a 90" smart television with a stand alone pc has been installed; he has offered to arrange for a quote from the same provider for the installation of a smart TV at PRML

Committee Reports: HR has MK's evaluations in hand, they are trying to arrange a date to meet. MK is meeting with staff for their own evaluations. RM continues to review the library personnel policy vis a vis town HR policy. MK has changes to recommend.

Friends' Reports: Nancy Norwalk reported the PRML 100 year celebration continues; the recent game night big hit, and the ventriloquist program is upcoming. They have decided to hold the annual book sale on September 11-13, and advertising has begun.

The floor was opened to public comment, none was offered.

There was a suggestion to move to a non-public session to discuss salaries. The applicable RSA was read by JW-P:

Non-public session announcement (RSA 91-A:3) – (a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, of 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.

A motion to close the public meeting and open non-public session was moved, seconded and unanimously at 7:45pm.

At 8:05, a motion was made, seconded and unanimously approved to move back into public session. No members of the public remained on Zoom to be readmitted to the meeting. A motion was made, seconded and unanimously approved to seal the minutes of the non-public session. Before adjourning at 8:10, the following dates were selected for in-person meetings with Zoom availability for the remainder of the year: Monday, Sep 13, 2021 @6:30pm at the Meriden Library, Monday Oct 11, 2021 @ 6:30pm at PRML, Monday Nov 8, 2021 @ 6:30pm at the Meriden Library (if the library is still intact, if demolition has begun, the meeting will be held at PRML), Monday Dec 13, 2021 @ 6:30pm at PRML.

Plainfield Library Board of Trustees
Minutes of September 13, 2021
In person and Zoom Meeting, Meriden Library

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. Brad Atwater (BA), Terri Crane (TC), [Shannon Penney Decker](#)(SD), Vern and Holly Braswell on Zoom.

Meeting called to order by JW-P at 6:30 pm. Roll call of the Trustees was taken.

The agenda was approved as presented.

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

Minutes of Aug 9, 2021 were approved, JP abstained.

No correspondence was received.

Building Committee Update: The update from JL focused on the budget. A site work bid received from Mak's Trucking and Excavation came in at approximately \$17,000 less than the budget. The current bids are where we expected them to be and the construction budget aligns with the money we have available. The Foundation income is \$11-12,000.00 more than we had proposed in the warrant article. Interest has increased the monies the Trustees hold by about \$500.00. An owner's representative is needed on site a few hours weekly for which \$8,000.00 is set aside. Steve Halleran recommended that half of the cost be paid by the town and half from the library budget since the building belongs to the town; BA has offered to be the Owner's Representative. Each of the remaining costs was explained by JL. The Foundation continues fundraising. JL reminded us about our access to the Massachusetts Education consortium for reduced costs for plumbing, lights, and flooring. The timeline is potentially tight, our goal is to get the foundation in before a hard frost that would prevent site work, likely November. The architect will review the GeoBarns plans and site drawings. Although the language will be reviewed by Barry Schuster, having the Trustees sign the GeoBarns contract next week will allow the Lappins to move forward with their October move date for the existing building. We are on the selectboard agenda for 9/15, later this week. The budget numbers are up to date as of last week from Ryan at GeoBarns. A motion was made to approve the budget as presented, up to \$1,176,000.00 to replace the existing Meriden Library Building, approved unanimously. A subsequent motion was made to start the process of closing the library and preparing for the move, also approved unanimously.

Director's Report: MK presented a potential timeline for closing the library, packing up the books and moving books and furniture into the container, and committing to the date for building abatement: close the library Friday 10/1, work with volunteers until 10/7 to pack books and break down shelving, desks, etc., to facilitate timing of Connecticut River Movers, who have experience with moving libraries, their tentative date is 10/8. Catamount Abatement has a tentative date of 10/11. MK reached out to TDS, they agreed to allow the pod on their grassy spot between their building and the Grange. MK currently estimates 500 boxes of books. BA will

call tomorrow to confirm the pod container. Once the building is closed, curbside pickup and book returns will continue at the town office. Starting 10/18, PRML will remain open 39 hours Monday through Saturday. MK is working with a nonprofit that provides external wireless using a covid grant with an access point at the town office. Library staff will work to update the online catalog to reflect the many books in storage.

Upcoming Program Notes: planned in conjunction with Stephanie Schell, the Elizabeth Sweet Dunlop luncheon will involve stops at Riverview Farm, Mac's Maple, and perhaps Edgewater Farm for pumpkins and supplies for decoration. On 10/2, Steve Blunt will present a program on the Hutchinson Singers, geared for ages 9 and up. Programming into the fall includes a series of virtual programs with arts based focus. Suggestions were offered for potential programs, including a talk on fraud, a talk on how to behave with an active shooter, and a cook along with Dave Barrette possibilities.

HR update: MK states that Stephanie McAndrew is resigning. Since she was only working 9 hours a month, MK will not fill her position right away. Terri Crane's promotion to assistant director was finalized; the Trustees need to provide a letter of documentation with her new position for her file. MK expects the need for extra staff hours over the next couple weeks to supervise volunteers and adjust the online catalog.

Finance report: JL states that MK was reimbursed for numerous items she had purchased using ARPA funds, including outdoor furniture and the meeting owl. JL reviewed the budget numbers with the Trustees.

No facilities report was offered.

Friends' reports: the recent PRML friends annual book sale was quite successful. The FOML meet next week.

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

An additional administrative meeting to review and approve the signing of the contract with GeoBarns is scheduled for 9/20 6:30pm. JL will invite Jim Smith, the architect, and Ryan or George from GeoBarns. AC is unable to attend, RM will take minutes in her place. MK will notify Steve Halleran about that meeting. Our next regularly scheduled meeting is Monday 10/11 at PRML at 6:30pm. A motion to adjourn 7:50 was unanimously approved.

Plainfield Library Board of Trustees
Minutes of Special Administrative Meeting
September 20, 2021

Present: Jen Lenz (JL), Judy Ptak (JP) Vice-Chair, Jeanne Woodward-Poor (JW-P) Chair, Rosemary Mills (RM), Mary King (MK) Library Director, Brad Atwater (BA), Terry Crane (TC), Shannon Penney Decker (SD), Paul Franklin (PF) Town moderator, George Abbate (GA) CEO/Geobarns, Nancy Norwalk, Leeli Bonney.

On Zoom: Ryan Hereth (RH) Project Manager/Geobarns, Pennie Armstrong, Vern & Holly Braswell, Helen Koehler, Diane Rogers, Bonnie Swift.

Meeting called to order at 6:30.

Public comment: Paul Franklin noted that he was here to witness this historic moment.

JL presented a quick overview of the Geobarn contract. Barry Shuster has reviewed it and termed it (sparse but) sufficient to be enforceable.

JL asked GA to give an introduction to his company and its mission. He recalled his founding of the business after 30 years spent in the ministry and shared that the company's motto is "Work I Love Invisible." He prides himself on the good reputation Geobarns has and its ongoing relationship with contractors and subcontractors. He cares about the planet and is conscious of giving value, especially in a public building. He is delighted to be doing a municipal project in the Upper Valley.

RH weighed in on the budget presented in the contract and said the only unforeseen possibilities would involve COVID circumstances; their company is very concerned about worker safety.

JWP mentioned several people who have worked with Geobarns and how pleased they were.

JP questioned the need for gutters and GA said he agreed with her views but that he has worked with the Nordic system and has been pleased with the results, especially in public buildings when one wants to avoid rotting siding and any other potential costs.

JP also asked about the random numbering of the divisions in the contract and Ryan spoke about how they followed a chronological pattern. She also questioned who would handle the warranties on materials not furnished by Geobarns. MK will handle this.

At BA's suggestion, an addendum was added to the contract that says "Geobarns will install materials based on manufacturer's specifications."

The contract was signed by GA and JWP at 7:40.

Paul Franklin offered the suggestion that we take an official vote to authorize JWP to sign on behalf of all the trustees. It was approved unanimously.

Public comment: None
Meeting adjourned at 7:43.

Plainfield Library Board of Trustees
Minutes of October 11, 2021
In-person and Zoom Meeting at PRML

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. Public attendees included Terri Crane, Vern and Holly Braswell via zoom.

Meeting called to order by JW-P at 6:32 pm. Roll call of the Trustees was taken.

The agenda was amended to reflect two sets of minutes, September 13 and 20, and the need for a non-public session. The agenda was moved, seconded, and unanimously approved, as were the minutes; AC abstained on the 9/20 vote.

Public Comment: none offered

Building update: MK reported that with the invaluable help of numerous volunteers, the building is packed. Furniture and books were moved into the pod. MK mentioned keeping the phone number valid by call forwarding to PRML; a motion was made, seconded and unanimously approved to do so. The granite slab planter that was donated to the library will be given back to the home from which it originally came; the O'Donnell/Vargo family will be responsible for moving it. A motion was made, seconded and unanimously approved to do so. JL mentioned that we are now doing the asbestos abatement for the entire building which is approximately \$18,000.00. Asbestos abatement by Catamount is scheduled for 10/25, expected to take about 8 working days. A sitework meeting with all the necessary parties was held on site. We anticipate Mak's Construction to mobilize to the site in the first week of November and the building demolition and excavation for footings to take approximately two weeks. They anticipate another approximately two weeks to complete footings and site work Brad is working with Liberty Utilities on two things: to put up temporary power poles after the abatement is completed, and to ensure the appropriate permits to move the electrical service underground. The system for the transfer of funds from the Foundation to the town was discussed, as was the procedure for payment of invoices: JL will sign the invoice cover form after review by Shannon Decker, building committee chair, and [Atwater Construction](#). When all parties have signed off on the invoice, the invoice will be sent to Steve Halleran for payment with the cover form. A question about plumbing allowances was raised at the last Building Committee meeting, JL will clarify the question with GeoBarns. A discussion ensued about Atwater Construction as the owner's representative liaison between the town/Trustees and Geobarns. JP expressed concern that Brad was too involved in the process, especially with his role as alternate building inspector for the town. The possibility of bringing in a substitute building inspector will be explored with Steve Halleran. A motion to select Atwater Construction as the part-time owner's representative was motioned, seconded and passed 4-1 with JP voting against. JL will confirm that as a town owned structure, building permits are not necessary.

MK clarified the Zoom regulations pertaining to public meetings. When the governor dropped the state of emergency regulations, that mandated resumption of in-person meetings. As a result, there is no legal requirement that Zoom access be offered, it is only a courtesy. Meetings remain

posted and warned within the legal requirements, the information is posted on the library website.

Director's Report: Scheduling changes begin as of Monday 10/18, with PRML open 39 hours a week. Library staff will work 4 hour shifts, MK 8 hour shifts. MK has designed an improved form to keep track of patron visits. The new library hours will be advertised on the library website, Connect Cornish, NextDoor and the library newsletter. There will be limited library staff access two half-days a week at the Meriden Town Hall; an external access point for open internet access will be established, curbside pickup will continue with a table inside the building and the existing book drop will be moved outside the building. Story hour is on hold right now. The \$500.00 grant was used for STEM toys which are quite popular with parents and grandparents.

Financial Report: JL reported that the library budget is in good shape for the remainder of the year. The senior luncheon sponsored by the Plainfield Libraries with funds from the Elizabeth Sweet Dunlop grant is scheduled for 10/25 with three stops for participants: Edgewater Farm to pick up pumpkins and decorating kits, Riverview Farm for lunch pickup, and Mac's Maple for creemees. Additional programs funded by the grant include a three part art appreciation program covering the art of Andrew Wyeth, World War 2, and New Hampshire art. Steve Halleran requested the 2022 library budget by 11/12.

There were no facilities, Friends or other committee reports offered. JP requested a copy of the Trustees manual, MK will print one for her.

At 7:46, a motion was made, seconded and unanimously approved to move into non-public session per RSA91-A:3, which JW-P read into the meeting.

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

At 8:03, vote to return to public session was moved, seconded and unanimously approved and the Braswells were readmitted to the meeting. The next Trustees meeting is scheduled for 6:30pm Monday November 8, 2021 at PRML. A motion to adjourn was made, moved, seconded and unanimously approved at 8:04.

Plainfield Library Board of Trustees
Minutes of November 8, 2021
In-person and Zoom meeting at PRML

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. Public attendees included Terri Crane, Shannon Decker, Nancy Norwalk, via Zoom Vern and Holly Braswell.

Meeting called to order by JW-P at 6:30 pm. Roll call of the Trustees was taken.

The agenda was amended to reflect two sets of minutes to be reviewed, October 11 public and non-public. However, approval of the non-public minutes was tabled until December so they can be reviewed with the non-public minutes of tonight's meeting. With that addition, both the agenda and the October public minutes were moved, seconded and unanimously approved.

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

Correspondence: A statewide letter was received from the NH Department of Justice, Attorney General's office, reminding us of the annual reporting requirement for trustees holding any trust funds. The Town of Plainfield's Trustees of the Trusts holds the trust funds, not the library Trustees. MK will notify the state of this.

Building Committee: An update was offered by SD. To facilitate building demolition, asbestos abatement has been completed, air quality inside the building has been tested and approved, electricity was disconnected. Mak's cut down the necessary trees on 11/4. Liberty Utilities will reattach power when necessary for the new building construction. The structure is down, and site work on the new building has commenced. Soils and concrete tests are underway. The surveyor, Chris Rollins, will confirm the corner points of the new building, the structural engineer, Bob Palucci, will be on site to observe the footings prior to pouring concrete. Excavation of footings for the new building is underway, and next week will see additional foundation work. A building permit from the town has been obtained at no charge, the Building Inspector should be able to sign off on the foundation work by the end of the month. Brad Atwater (BA) was on site today to observe soil testing. Because Mak's original quote only included demolition of half the building, there is an overage change order for \$18,500.00 from Mak's, and a donor has already come forward to cover that cost. Checks have been written to GeoBarns, the movers, and Erin Darrow for the remainder of her contract. JL reiterated the bill pay process: she reviews invoices, SD writes a cover letter, BA will review the invoice again, JL sends a signed invoice to Steve Halleran for payment. Outreach with information about the project is available on FaceBook, Connect Cornish and NextDoor.

Foundation update: the foundation continues to raise money. An anonymous donation for \$40,000.00 has come to us through the NH Charitable Foundation for furnishings and future site work such as landscaping that had been postponed.

A special thank you was noted to Rich Collins, town Road Agent, for his help moving the book drop to the Town Hall.

Budget: JL, MK and AC met to frame the 2022 libraries budget. The new budget was broken down by library for Trustees, but only a total for the town's library system goes to the town. The budget was crafted to reflect a conservative estimate of Meriden Library open for two months in 2022, November and December. JL walked the Trustees through the budget. Salaries will be discussed in a non-public session at the end of the meeting. We anticipate the yearly budget to increase approximately 1-2%.

Director's Report: MK presented reports for both September and October. As part of getting reestablished, the staff continues to maintain hours at PRML and the Town Hall, where curbside and the book drop are popular. The recent senior luncheon was quite successful. The entire Elizabeth Sweet Dunlop grant of approximately \$3,745.00 has been expended for the year. We are currently in the midst of a joint Zoom New England art program with two other libraries. A combination genealogy and cookbook program is next.

Financial: JL's finance report listed numerous deposits including library fines, donations, and the town's annual trust fund disbursement. The funds for the new building were transferred to Steve Halleran with a big (both literally and figuratively) check, \$980,700 from the foundation and \$191,200 from the funds held by the Trustees.

Facilities: At PRML, some outdoor light bulbs need replacing, and assistance was required from M.E. Pierce plumbing to get the heat going in the building.

No other committee reports were offered. MK reiterated her desire for the internet policy to be reviewed first. HR will get together to review the personnel policy.

Friends Reports: Nancy Norwalk mentioned the election of new officers. RM thanked Bonnie Swift for her tenure as treasurer. The PRML Friends finances were briefly discussed. The ML friends meet next week.

Public Comment: Terri Crane reviewed the rules about sealing non-public minutes; there can be a vote in the future to unseal the minutes if necessary.

At 7:38, JW-P read the appropriate RSA (RSA 91-A:3) – (a) into the meeting; a motion was made, seconded and unanimously approved to close the public meeting and enter into a non-public session. At 8:07, we returned to the public session. Our next meeting will be Monday, Dec 13, 2021 at PRML. A motion to adjourn was made, seconded and unanimously approved at 8:10pm.

Plainfield Library Board of Trustees
Draft Minutes of December 13, 2021
In-person and Zoom meeting at PRML

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. Public attendees included Terri Crane, Nancy Norwalk, and Brad Atwater (BA), additional Zoom attendees.

Meeting called to order by JW-P at 6:30 pm. Roll call of the Trustees was taken.

An agenda adjustment was made starting with the Building Committee update to accommodate BA.

Building Committee: The project continues according to plan. The building is down, the excavation for foundations is complete, the town inspector approved the excavation and footings and basement walls prior to concrete pours, two testing reports expected back for each pour for footings and walls. Bob Palucci, structural engineer, observed the foundation wall rebar and forms prior to concrete pour. About a week after the wall pour, backfilling will be done by Mak's, then trench utilities from the street to the new building. A meeting with Liberty Utilities resulted in approval of the location of temporary power (if needed) and meter. A change order was done to pour the interior piers now rather than later as part of the slab to allow the framing to start before the slab is poured, perhaps February. The design team has target deadlines for the selection of items by the end of the month. An off-site visit allowed the design team to look at the recommended efficient triple-paned tilt turn windows.

Public comment was offered by Nancy Norwalk, who strongly urged the Trustees to address air conditioning in PRML, which was postponed many years ago at the time of the addition due to cost. The ductwork is all in place. The town is investigating a systematic town-wide move to energy efficiency including heat pumps in all town buildings. ARC Mechanical is involved. BA can give us a report after hearing back from ARC. JW-P reminded us to remain focused on one project at a time; MK asserted the needs of PRML are not being forgotten.

Three sets of minutes were reviewed, November 8 public and non-public from November 8 and October 11. The three sets of minutes were moved, seconded and unanimously approved.

Correspondence: following up from last month about trust funds, MK corresponded with Audrey Blodgett from the NH Department of Justice, Attorney General's office, on the clarification about the Trust Funds.

Budget update: JL heard back from Steve H, the increase in health care cost results in an overall increase adjustment by 0.8% to the proposed salaries. The need to attend a Finance Committee meeting was discussed.

Library Fines: A long discussion about library fines ensued. Fines were stopped with Covid, books were in quarantine and the libraries were not open. Now that things are back to normal,

MK wants to reinstitute fines based on the current fine schedule. She states income from fines amounts to several hundred a year for each library. Fines by statute cannot go into our yearly budget. While individual fines are not a significant amount of money, they function as a carrot and stick; a book is considered lost if it's out over a certain period of time. JP wants to stop fines, she feels they are petty and unwelcoming. The decision was made to table the issue for a month while MK continues to research fines in comparable libraries.

MK presented her wish list for both Friends groups. A suggestion was made to increase Hoopla to \$1,250.00 per group. The \$500.00 per group for adult programming is in addition to the annual Elizabeth Sweet Dunlop funding. There are also requests for \$700.00 per group for kids programming, \$350.00 each for museum passes, \$200.00 each for Story Walks. PRML needs an update for its audiovisual system; a Smart tv for chromecast and streaming like the Town Office would work well. Additional projects for PRML include landscaping for an outdoor meeting area with benches, perhaps a pergola and pavers. Also discussed asking PRML friends for cooling equipment for the front part of the building. The mini splits from the Meriden Library can't be used at PRML, the technology is too old.

Director's Report: Statistics remain stable, with books picked up in Meriden considered ML books. Lots of new families in town are coming to the library. Despite the uptick of covid cases, there are no statewide changes. MK also presented the facilities report: a leaky toilet at PRML was fixed. Lights in the PRML parking lot need correct light bulbs for tall posts. Additionally, there is no lighting for the book drop at night, perhaps a solar fixture would be a good solution.

Financial Report: JL reviewed recent last month's deposits. She will encumber the remaining funds for the year. Recent purchases include two new patron computers and new phones for PRML.

Policy Committee: JP spoke to the need to update the Internet use policy. She expressed the need for the committee to meet.

No Friends reports were offered.

Dates were discussed for the next two meetings, Monday January 10 at 6:30pm, and Monday February 14. The time of the February meeting was changed to 5pm to accommodate Valentine's Day plans.

At 8:01, a motion was made, seconded and unanimously approved to adjourn the meeting.

