

MEETING AGENDA

draft

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

August 28, 2013; 7:15pm; - Philip Read Memorial Library

Attending: Mark Pengsen, Suzanne Spencer, Mary King, Nancy Norwalk, absent: Nancy Liston (traveling), Anita Brown (illness)

Members of the public: Dennis Girouard

7:13pm Call to Order – Trustees and Directors

7:15 pm Roll Call, approval of agenda

7:15 pm – 7:30 pm Public Comments

A. General

Dennis asked about updating minutes online and in the binders; the books need to be updated.

Dennis asked about automation options Nancy Norwalk provided in her report. He asked if anyone had followed up on the suggestion that Nancy Liston, Mark P and Nancy Norwalk meet together monthly in one room. Mark said the focus recently has been training with the Howe Library.

B. Announce: Non-public session announcement (RSA 91-A:3, II (c)), if necessary.

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

7:pm – 7:45pm A. The board approved the minutes from the following previous meetings:

May 6 – Philip Read Memorial Library

May 13 – Meriden Library

July 8 – Meriden Library

C. Correspondence

a. No Donations

b. Other – letter from Sarah Gillens

7:45pm – 8:30pm Reports

A. Mary said that the new computers are getting a lot of use and that the Meriden Library is well equipped technologically. Meriden Library reports accepted as read.

B. The board is waiting on Nancy Norwalk's completed reports to accept at the next meeting.

C. Policy Working Group, 1st read – Volunteer Policy, Interlibrary Loans, Confidentiality of Patron Records and Final and acceptance of Credit Card Policy

D. Financial

- a. Meriden: Mark said Meriden has spent most of its materials money already; Mary said magazines have been paid for up front, and she stocks up on materials before the summer, as that is when her circulation spikes. Electricity rates are high, but Mark hopes that will be made up by lower fuel costs due to the more efficient heat pumps.
 - b. PRML: Hillary secured fuel at \$3.59/gallon with Simple Energy. Hillary said she called Irving to say we are not working with them.
 - c. Mark bought 2 desktops computers from Staples.
 - d. Consolidating magazine purchases – Mark has one bid and is waiting on another bid from Magazine Subscription Services Inc. of Wooster.
- E. Other Working Groups with Reports
- a. Hillary brought up interlibrary loan policies. Nancy Norwalk said she didn't want to limit ILL requests because home schoolers might need different books for different age groups. Mary agreed. Hillary will remove that paragraph.
 - b. Confidentiality policy will be reviewed at next meeting. Mary will look for other examples.
 - c. Volunteer Policy – wait until next meeting.
 - d. Credit card policy accepted.
 - e. HR working group – Suzanne asked the directors to look at PDF compilation of staff evaluations she send out in July. She invited the directors to bring others examples of staff evaluations for us to consider. The goal is to have everything available to look at by October 1 so we can meet and decide the categories and level of detail we want in the staff evaluations. Suzanne said she's like to get a draft done by November 1, as we want to have a final version ready to be used on January 1.
 - f. ADA Working Group – Mark said that the Selectboard wants the trustees to give guidance on the recommended next step. Mary suggested we put it on the agenda for the September meeting, as any money for building fund needs to be in the budget.

8:30pm – 8:45pm - Library Directors

- A. Specific Items
- a. Nancy Norwalk has quotes for new Locks replacing the outside lock/pushbar that was broken. Estes and Gallup will do it for \$1156. The other estimate is \$1847. Group voted to go with Estes and Gallup.
 - b. Conferences – ADA conference money needs to be moved around as it was taken from Meriden. Both Libraries get \$450/year for conferences; they do not have to ask for approval to write checks to attend conferences.
 - c. Automation – Nancy Norwalk said that at the end of July, PRML had over 8,000 records online. Mary said she has done 7300 books and has about 3000 to go, so her pace has been about 500 books per month. Summer busiest month for circulation, so automation slows down. Mary added that July was the first month since she came on that circulation surpassed 1,000, and she suggested that possibly it's because Evergreen is more accurately tracking circulation. Nancy Norwalk said she will need two more barcoders and a new computer so patrons can look up the catalogue.
 - d. The board discussed Nancy Norwalk's "Go Live" plan. Mary suggested she could help Nancy with specific things she needs to do before going live, such as interlibrary loans. Mark said that as of now we should not spend money on cards for the cards catalogue; all new materials should be entered into Evergreen.
 - e. Mary suggested that more books should go back and forth between Meriden and PRML once Evergreen is live in both libraries. She said we need to develop a process for sending books back and forth and it shouldn't be Nancy Norwalk's responsibility. She suggested that we look at Hanover delivery from Etna to the Howe. Nancy

Norwalk suggested that ILL materials delivered to Meriden could also be transported to PRML.

- f. Suzanne raised the issue of differences in how both libraries counting patron visits and presented her research on the subject. She said she saw several differences, but viewed the children's theater performances as an outlier in all the other ways we count patrons, as people are charged a \$7 admission. According to Nancy Norwalk's data, the shows constituted 441 patron visits. Nancy Norwalk disagreed and said that because the attendees are going to a library event, they should be counted as patron visits. Suzanne said that there are many families that cannot afford the admission fee, and library programs are supposed to be free (and all other patron visits that she had found were free). She said she would not be raising this issue if the events were free. Nancy Norwalk said that this summer the library allowed some kids from PATHWAYS to come for free. Suzanne questioned why some kids were offered free admittance and not others. Mark questioned the library's financial involvement in the event. Suzanne recommended that Theatre group not be counted in the official patronage count in spreadsheets and charts that go before the board as well as in the town report, but could be included in any narrative report about the library. Mark made a motion to count the theater patron visits this way, and Hillary seconded it. The board voted unanimously to make this change. Nancy Norwalk encouraged Suzanne to look at the annual state report that discusses how patron visits should be counted.

9:15 pm

Go into Non-public session announcement (RSA 91-A:3, II(c)) , if necessary or Adjourn

Mark made a motion, Suzanne Seconded.

Adjournment at 9:37 pm

Attachments:

Treasurer's Report (2)

Philip Read Memorial Library (3)

Meriden Library (3)

Letter (1)

DIRECTOR'S REPORT
PHILIP READ MEMORIAL LIBRARY
August 2013
Activities for July 2013

1. Programming: It was a very busy summer with the Summer Reading Program, the children's theater and local author readings, as well as our regular adult program. Anita had asked for individual program titles and attendance and Suzanne asked for the same thing for all the children's programs. Therefore, I am attaching the list I sent to Suzanne with these statistics. Coming up are more author readings and a four-week writing workshop.

2. Mentoring: I met with the new Cornish librarian and helped her out with information on various procedures. We hope to do some joint programming.

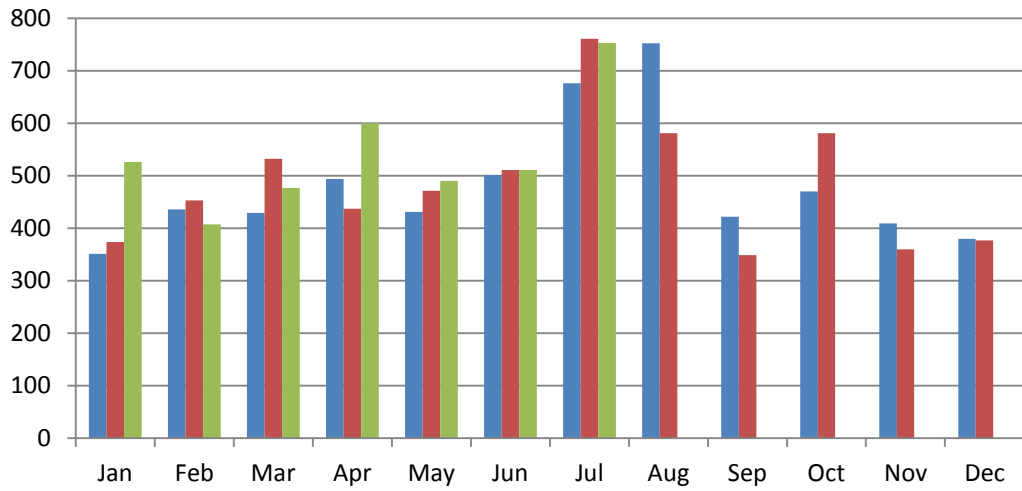
3. Maintenance: The locksmith came and adjusted the back door; however, there are still some issues with the lock on the driveway side door. I have estimates from him and from Estes and Gallup for replacing the broken lock.

4. ADA Workshop: I attended, along with Mary and Nancy L., an ADA workshop in Bradford, VT. It was very hands-on and informative.

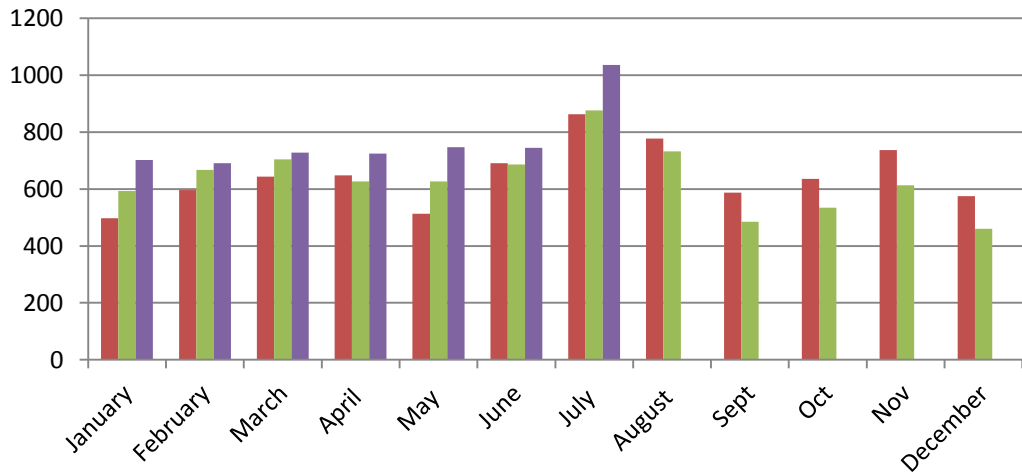
5. CLiF Conference: I have registered for the one-day CLiF conference in White River in September.

Meriden Library
2010 - 2012

Visits



Circulation



Meriden Library
Director's Report
July 2013

Statistics Attached.

Closed Thursday, July 4—4th of July Holiday
Thursday, July 25

Programs

Special programs in July included three summer reading programs for children. All programs were based on the summer reading theme, "Dig Into Reading". On Tuesday, July 9 we held an evening program, with 11 children and 7 adults attending. On Monday, July 15, Steve Blunt performed a sing-along concert outside at 6pm. 35 children and 30 adults attended. We held another evening program on Tuesday, July 23 with 10 children and 8 adults attending. Also in July, local author Viola Lunderquist did a reading from her book, A Not-So-Small-Time Town: Growing Up in Plainfield, NH. 6 adults attended.

Activities

On July 16, I attended an ADA workshop in Bradford, VT. Josh Safdie from The New England ADA Center was the presenter. The focus of the training day was to evaluate the existing conditions of the Bradford, VT Public Library. It was a helpful exercise and I felt that I gained more knowledge of ADA standards.

Pertinent information for the Meriden Library:

Josh confirmed that it is okay (legal) for a town to have one accessible library and one that does not offer handicapped access. The issue that needs to be addressed is that programming has to be accessible to all.

Automation

498 items were cataloged this month. The total number of items cataloged in Evergreen as of 7/31/13: 7325

Computers

The patron computer station was set up with two desktop computers. A paid computer consultant helped to set up the computers and network them to a printer. All of our computers (3 desktops and 2 laptops) were updated with current anti-virus software and have Office Suite installed. A circulation computer will be added in August.

Facility

In preparation for installing the circulation desk, bookshelves were emptied and moved. Volunteers helped to move books and furniture.

Meriden Library 2013 Profit & Loss Budget vs. Actual January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation	23,342.85	44,569.00	-21,226.15
Town Approp - FICA	1,288.46	2,249.00	-960.54
Trust Funds	950.00	850.00	100.00
Gifts	1,365.00	50.00	1,315.00
Book Fines/Copier	180.80	0.00	180.80
Book Sales	16.65		
Interest Income			
Interest - Savings	12.42	10.00	2.42
Interest - Vanguard Prime MM	1.65		
Interest Checking	0.44		
Total Interest Income	14.51	10.00	4.51
Misc Income	36.00	300.00	-264.00
Total Income	27,194.27	48,028.00	-20,833.73
Expense			
Salaries	16,842.85	29,404.00	-12,561.15
FICA	1,288.46	2,249.00	-960.54
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	963.56	1,100.00	-136.44
Books & magazines	3,034.66	4,400.00	-1,365.34
Total Library Materials	3,998.22	5,500.00	-1,501.78
Telephone	343.50	540.00	-196.50
Electricity	1,180.75	1,200.00	-19.25
Fuel	1,618.46	2,500.00	-881.54
Water/Sewer	200.00	500.01	-300.01
Supplies	285.98	800.00	-514.02
Postage	53.00	250.00	-197.00
Professional Activities	172.94	450.00	-277.06
Programs	680.19	400.00	280.19
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	800.00	1,600.00	-800.00
Automation	800.00	800.00	0.00
Computer	131.74	1,350.00	-1,218.26
Misc Expense	69.00	100.00	-31.00
Total Expense	28,465.09	48,028.01	-19,562.92
Net Ordinary Income	-1,270.82	-0.01	-1,270.81
Other Income/Expense			
Other Expense			
Encumbered Funds	1,136.96		
Prior Year Return of Funds	6,423.62		
Building Capital Improvements	2,218.80		
Total Other Expense	9,779.38		
Net Other Income	-9,779.38		
Net Income	-11,050.20	-0.01	-11,050.19

10:00 AM

08/26/13

Accrual Basis

Philip Read Memorial Library Treasurer's Report January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation-Operations	13,500.00	28,780.00	-15,280.00
Appropriation-Salary	17,313.12	34,993.00	-17,679.88
FICA	794.65	2,677.00	-1,882.35
Total Town Appropriation	31,607.77	66,450.00	-34,842.23
Trust Fund Income	1,000.00	2,400.00	-1,400.00
Fines	510.64	50.00	460.64
Gifts	100.00	100.00	0.00
Grants	880.00		
Misc Income	114.00	300.00	-186.00
Total Income	34,212.41	69,300.00	-35,087.59
Expense			
Payroll			
Salaries	17,313.12	35,993.00	-18,679.88
FICA	794.65	2,677.00	-1,882.35
Total Payroll	18,107.77	38,670.00	-20,562.23
Library Materials			
Books and Magazines	3,936.44	8,000.00	-4,063.56
Audio Visual Materials	636.98	1,200.00	-563.02
Total Library Materials	4,573.42	9,200.00	-4,626.58
Catalog Services/Automation	783.80	1,500.00	-716.20
Supplies	222.59	1,500.00	-1,277.41
Postage	83.29	250.00	-166.71
Programs	380.17	600.00	-219.83
Professional Activities	72.44	450.00	-377.56
Oil	4,614.66	6,400.00	-1,785.34
Electricity	1,944.22	2,900.00	-955.78
Telephone	787.68	1,080.00	-292.32
Water	152.50	300.00	-147.50
Maintenance			
Maintenance-General Expenses	1,563.35	3,000.00	-1,436.65
Elevator	740.56	1,700.00	-959.44
Total Maintenance	2,303.91	4,700.00	-2,396.09

10:00 AM

08/26/13

Accrual Basis

Philip Read Memorial Library
Treasurer's Report
January through December 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Furnishings and Equipment	0.00	200.00	-200.00
Computer Hardware and Software	1,017.07	1,450.00	-432.93
Miscellaneous Expense	0.00	100.00	-100.00
Total Expense	<u>35,043.52</u>	<u>69,300.00</u>	<u>-34,256.48</u>
Net Ordinary Income	-831.11	0.00	-831.11
Other Income/Expense			
Other Income			
Building Fund Gifts	70,922.74	90,052.00	-19,129.26
Total Other Income	<u>70,922.74</u>	<u>90,052.00</u>	<u>-19,129.26</u>
Other Expense			
Encumbered Funds	2,921.36		
Programs-Grants	475.00		
Building Fund Expense	70,912.74		
Total Other Expense	<u>74,309.10</u>		
Net Other Income	<u>-3,386.36</u>	<u>90,052.00</u>	<u>-93,438.36</u>
Net Income	<u><u>-4,217.47</u></u>	<u><u>90,052.00</u></u>	<u><u>-94,269.47</u></u>

Suzanne,

Here's this info—list of children's programs.
Hope you're having a good time where you are. Weather here is good; hope your's is.

Nancy

June 10 – Mother & Daughter Book Club – 6
3 Saturdays of card/board games – total 9 (This is a drop-in Saturday thing.
There's a group of homeschoolers who just drop in on Saturday mornings to play cards and board games. Sometimes they don't come at all, depending on what else they're doing. There can be anywhere from 2 – 8 kids, less in the summer.

June 24 – “Jack & the Beanstalk” – 51

June 29 – Critters 'N Creatures – 46

July – 3 card/board game mornings – 8

July 1 – “Little Princess” – 65

July 8 – “Jungle Book” – 52

July 13 – Multi-Media Storytime – 8

July 15 – “Alice in Wonderland” – 72

June 17 – Author Jim Schubert – 12

July 22 – “Hunchback of Notre Dame – 45

July 22 – Author Sarah Gillens – 52

July 24 – “Dig in the Dirt” story and crafts – 10

July 29 – “Repunzel” – 72

August 5 – “Just So Stories” – 52

August 7 – Plainfield Puffer story and crafts – 10

August 12 – “Hansel & Gretel – 32

August 19 – Momentum Theater performance – 20

From: suzandj@comcast.net [mailto:suzandj@comcast.net]

Sent: Sunday, August 18, 2013 7:27 AM

To: Nancy Norwalk

Cc: suzandj

Subject: one more stat request

Hi again,

In the interest in looking at more specifics (again), could you please send me:
1) Dates of and titles of ALL children's programs PRML has run since June 1 this year (including the children's theater programs).
2) The attendance total for each event.

I'm out-of-town this week and the wifi is spotty, but it does seem to work in the a.m. If you could get the info I've requested to me by mid-week, I'd appreciate it.

Thanks,
Suzanne



Trustees, Philip Read Memorial Library

Nancy Norwalk, Librarian

July 26, 2013

Dear Trustees and Nancy,

Thank you for letting me present my book, Bravo For Bravo, to your readers and for giving me the opportunity to sign and sell books at the library. If it wasn't for the great collection of books and the helpfulness of the staff, especially Nancy's expertise, this book wouldn't exist. When I needed information about the continent of Antarctica, the library had the books. When a title was not available, Nancy found one on the library loan program. When I needed help with my book writing, it was offered. Some of the books were older ones about the first expeditions to Antarctica and you should be proud that you have such a good selection. You may ask why I didn't use CRREL's library. I was told that it is not open to the public because of 9-11.

I have sold twenty books through the Philip Read Library promotion so enclosed is a check for \$100.00 which is \$4.00 from each book sale. Please put this toward the building fund at Philip Read. The number of folks crammed into the front room for my reading is indicative of how much the downstairs larger room is needed.

You'll be happy to know that I presented the N.H. Historical Society with a book since the state was involved in gathering dogs for Admiral Byrd's four expeditions and the Operation Deep Freeze described in my book. Cook Memorial Library, in Tamworth N.H. also has a book as the Navy Seabees lived at the Tamworth Inn while training sled dogs for Operation Deepfreeze. Both Bethlehem and Littleton libraries have a book as well and also the Plainfield School library. My hope is that lots of students will read about the history of building the first South Pole Station and the science projects started there and will feel like they want to learn more about the subjects. Our earth, our weather, our very existence will depend on how the future generations take care of this planet so anything we can do, to encourage kids to be involved, is a good thing. Philip Read Library does a good job in that endeavor.

Sarah T. Gillens, author of Bravo For Bravo

