

BOARD OF TRUSTEES, PLAINFIELD PUBLIC LIBRARIES

October 7, 7pm; - 7:00 p.m. Both libraries featured

Draft

Attending: Mark Pensgen, Suzanne Spencer, Nancy Liston, Anita K. Brown, Mary King

Absent: Hillary Sundell (family visiting)

7:14 pm Call to Order – Trustees and Directors

7:15 pm Roll Call, approval of agenda

7:15 pm Public Comments – no public comments

7:16 Approval of Reports

- A. Financial – Mark noted that the Meriden Library is over budget on electricity. Mark thinks there will be leftover money for fuel that can be applied to the overage on electricity. Mark made the final payment on the new circulation desk. There is leftover money on trustee conferences can be rolled into next year. Mary will be buying a new table and chairs with money from the Building Capital Improvement Fund. Nancy Norwalk said she received a grant for \$600 for a copier, but copiers cost \$1200. Nancy N said she has to spend the money by December; she is writing a letter to get permission to spend it for something else. Nancy Liston moved to accept the financial reports. Mark seconded. The board voted to accept.
- B. Directors Reports – Mary said she only had 4 hours of volunteer time for cataloguing. She is looking to get a couple more people to make more progress. Mary said she is able to get all circulation stats from Evergreen. She said that Meriden went live last December and started relying on it January for stats. Nancy Liston asked how the system gets due date notices to people who don't have email addresses. Mary said they are posted to a URL. She said in a month she may have two people per month in this situation. PRML went live with Evergreen last week; Nancy Norwalk said she felt the automation was going fine, and as the staff gets more used to it, it will go faster. Anita made a motion to accept reports. Mark seconded. All voted in favor.
- C. Working groups
 - i. Human Resources
 - a. Suzanne met with Mary King to create director evaluations of staff. Nancy Norwalk had a family emergency and couldn't be present. Suzanne and Mary came up with broad categories and a few criteria for the categories. Suzanne will mail the draft to Nancy Norwalk to get her feedback.

- ii. Technology
 - a. Nancy Liston suggested having events to promote automation and show patrons how it works. Mary brought up issue of more sharing between libraries with automation and how it might increase book transport between both libraries. Nancy Norwalk currently brings materials back and forth between the libraries because she works in Meriden. Hanover uses volunteers that have big canvas bags to transport books. Lebanon has a van that goes back and forth twice a week. Mark suggested asking for volunteers for shuttling. We will make clear that we will guarantee personal privacy for patrons. Suzanne agreed to contact chief Roberts about possibly using police vehicles to shuttle books.
- ii. Facilities
 - a. Anita discussed scheduling walk-arounds with both library directors.
- iii. Policies
 - a. Need to get up-to-date circulation policy. ILL does not include changes made at a previous meeting. Confidentially needs to be updated and both will get a second reading at the November meeting. First reading of volunteer policy. It will be reviewed against state guidelines.

8 :50 Approval of minutes.

- A. Mark made a motion to approve the 9.9 minutes. Nancy Liston seconded. All voted in favor.
- B. Nancy Liston moved that we accept the 9.16 minutes. Mark seconded. All voted in favor.

9:00 Preliminary Discussion of Overall Budget

- A. Meriden Library - Mark said he spoke with Steve Hallerin. Mark said he'd be looking to follow through on ADA subcommittee for a ramp as an interim measure and get a design for a ramp. This would come out of town funds that already exist. Another committee would do the next phase of planning. The designs will be brought back to the trustees. Mark asked about windows. Mary said she would like an energy audit, as she thinks that the lights and windows might need to be replaced. Nancy Liston suggested putting the cost of an audit in the capital improvement program. Anita suggested that it would fit in with phase 2. Mary expressed concern about the floor which is made of asbestos. She suggested putting something over it. The interior also needs to be repainted. Mary questioned how much to put into a building that may change down the road.
- B. PRML - The big upcoming expense at PRML is installing air conditioning. Nancy Norwalk said it is time to follow through on the recommendations from the energy audit at PRML, including insulating the attic. Nancy wants a stand-up, counter-height computer shelf with cupboards underneath for the online catalog, and she received an estimate of \$641. We need it now, but there is only \$240 in the furniture budget. Nancy will ask for money to be redesignated from the Tasker fund. Nancy Liston asked if the computer desk would be ADA-accessible. Nancy Norwalk said that catalog is accessible

from all the other computers and their accessibility was approved in an ADA walk-through. Nancy Norwalk said she has the option of using fine monies to help pay for the desk. Mark asked about the condition of the roofs. Nancy Norwalk said the slate roof is inspected every year. The person who inspects it inspects the rest of the roof. Mary said the Meriden Library's roof was inspected 3 years ago and was fine.

- C. Overall Budget - Estes and Gallup gave new estimate for \$1640 to repair the broken push bar from the back door; the increase for shipping and labor. The money will come from the town library repair fund. It's still less than the other contractor. Anita motioned to approve. Mark seconded. All voted in favor. Nancy Norwalk said the credit card policy was approved; we need to sign copies. Nancy Norwalk said furniture budget should be higher; the current \$200 is too low. She said that most of the furniture is taken care of for the basement and she will just need folding chairs for the meeting room. Nancy N said the professional activities budget is too low, and \$450 is not enough to go to an annual conference. Anita suggested that both directors create a proposal for budget items. Mark and Hillary will meet with both directors to get their priorities.

9:49 Nancy Liston made a motion to adjourn. Mark seconded.

9:50 Adjournment

Attachments:

Financial Reports (2)

Meriden Director's reports (3)

PRML Director's Reports (3)

DIRECTOR'S REPORT
October 2013
Activities for September

1. Programming: We slowed down in September after a very busy summer, along with school and Saturday soccer starting. Mari Serebrov held a very good program as a follow-up to her book tour in Africa. She is a wonderful speaker. Saturday morning card games just started again at the end of the month.

Breakdown:

Mari Serebrov - 12

Card game - 3

Book discussion - 5

In addition four organizations held meetings in the library.

2. Professional Activities: I attended the annual CLiF conference in White River. As always, this was a fun and informative meeting. I always get good ideas from the speakers and participants.

3. Maintenance: Two firms have visited for quotes for air conditioning, although only one has sent in their quote. Two more firms are visiting in the next week.

4. Automation: As planned, we went "live" the last week in September and began checking items in and out electronically. Nancy Liston and I attended two circulation training sessions at Howe. We then held a training session for the library staff.

5. Miscellaneous: There was one holiday and one power outage--sending everyone home one evening. Fall is seeing the usual visits of Maxfield Parrish fans and genealogy researchers.

Meriden Library
Director's Report
September 2013

Statistics Attached.

Activities

On September 16, I attended a LUV Coop meeting in Thetford, Vt. The program was about disaster preparedness; particularly saving collections from water damage. I found the program very informative and took away the need to create a basic disaster plan for the Meriden Library.

Automation

225 items were cataloged this month. We only had 4 volunteer hours this month; therefore very few books were cataloged. The project is moving more slowly than I anticipated. I will be recruiting one or two more volunteers to help. The adult non-fiction collection remains to be cataloged. About two-thirds of the juvenile non-fiction collection has not yet been cataloged.

Facility

Joanna Sharf completed the remaining electrical work in the children's room. She installed a grounded outlet and CAT-5 wiring for internet access.

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

	Jan - Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation	30,678.69	44,569.00	-13,890.31
Town Approp - FICA	1,581.91	2,249.00	-667.09
Trust Funds	1,300.00	850.00	450.00
Gifts	1,415.00	50.00	1,365.00
Book Fines/Copier	180.80	0.00	180.80
Book Sales	16.65		
Interest Income			
Interest - Savings	14.08	10.00	4.08
Interest - Vanguard Prime MM	1.65		
Interest Checking	0.45		
Total Interest Income	16.18	10.00	6.18
Misc Income	36.00	300.00	-264.00
Total Income	35,225.23	48,028.00	-12,802.77
Expense			
Salaries	20,678.69	29,404.00	-8,725.31
FICA	1,581.91	2,249.00	-667.09
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	1,117.37	1,100.00	17.37
Books & magazines	3,180.53	4,400.00	-1,219.47
Total Library Materials	4,297.90	5,500.00	-1,202.10
Telephone	386.35	540.00	-153.65
Electricity	1,223.60	1,200.00	23.60
Fuel	1,618.46	2,500.00	-881.54
Water/Sewer	200.00	500.01	-300.01
Supplies	329.95	800.00	-470.05
Postage	53.00	250.00	-197.00
Professional Activities	201.19	450.00	-248.81
Programs	758.71	400.00	358.71
Furniture/Equipment	19.98	100.00	-80.02
Maintenance	900.00	1,600.00	-700.00
Automation	800.00	800.00	0.00
Computer	834.14	1,350.00	-515.86
Misc Expense	74.50	100.00	-25.50
Total Expense	33,958.38	48,028.01	-14,069.63
Net Ordinary Income	1,266.85	-0.01	1,266.86
Other Income/Expense			
Other Expense			
Encumbered Funds	1,136.96		
Prior Year Return of Funds	6,423.62		
Building Capital Improvements	3,543.69		
Total Other Expense	11,104.27		
Net Other Income	-11,104.27		
Net Income	-9,837.42	-0.01	-9,837.41

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

	Jan - Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation-Operations	20,500.00	28,780.00	-8,280.00
Appropriation-Salary	25,199.59	34,993.00	-9,793.41
FICA	1,929.78	2,677.00	-747.22
Total Town Appropriation	47,629.37	66,450.00	-18,820.63
Trust Fund Income	2,000.00	2,400.00	-400.00
Fines	510.76	50.00	460.76
Gifts	100.00	100.00	0.00
Grants	880.00		
Misc Income	114.00	300.00	-186.00
Total Income	51,234.13	69,300.00	-18,065.87
Expense			
Payroll			
Salaries	25,199.59	35,993.00	-10,793.41
FICA	1,929.78	2,677.00	-747.22
Total Payroll	27,129.37	38,670.00	-11,540.63
Library Materials			
Books and Magazines	4,693.50	8,000.00	-3,306.50
Audio Visual Materials	746.91	1,200.00	-453.09
Total Library Materials	5,440.41	9,200.00	-3,759.59
Catalog Services/Automation	812.40	1,500.00	-687.60
Supplies	417.80	1,500.00	-1,082.20
Postage	136.29	250.00	-113.71
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	2,147.13	2,900.00	-752.87
Telephone	889.22	1,080.00	-190.78
Water	152.50	300.00	-147.50
Maintenance			
Maintenance-General Expenses	1,563.35	3,000.00	-1,436.65
Elevator	925.70	1,700.00	-774.30
Total Maintenance	2,489.05	4,700.00	-2,210.95
Furnishings and Equipment	0.00	200.00	-200.00
Computer Hardware and Software	1,016.99	1,450.00	-433.01
Miscellaneous Expense	0.00	100.00	-100.00
Total Expense	45,698.43	69,300.00	-23,601.57
Net Ordinary Income	5,535.70	0.00	5,535.70
Other Income/Expense			
Other Income			
Building Fund Gifts	71,367.74	90,052.00	-18,684.26
Total Other Income	71,367.74	90,052.00	-18,684.26
Other Expense			
Encumbered Funds	2,921.36		
Programs-Grants	475.00		
Building Fund Expense	71,357.74		
Total Other Expense	74,754.10		
Net Other Income	-3,386.36	90,052.00	-93,438.36
Net Income	2,149.34	90,052.00	-87,902.66