

**MEETING AGENDA**  
**BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES**  
November 12, 2013; 7:00 PM – Meriden Library

Present: Mark Pensgen, Suzanne Spencer, Nancy Liston, Hillary Sundell, Mary King, Nancy Norwalk  
(arrived at 7:30)

Absent: Anita Brown (family issue; joined the meeting by phone at 8:51)

Members of the Public: Dennis Girouard, Andrea Keen

7:06 pm Call to Order—Trustees & Directors

7:08 pm Roll call, approval of agenda and November 4 minutes  
Hillary made motion to approve. Mark seconded. All approved.

7:05-7:20 pm Public Comments

A. General Comments – no public comments

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

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

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

7:10-7:12 pm Reports – Mary is having a staffing issue for the Meriden Library the Saturday after Thanksgiving and will have to close the library that day. She will post the closing on the website and will work on getting more subs.

7:13 – 7:48 Approval of Reports

A. Working Groups

i. Human Resources

a. Staff Evaluation of Library Aide form – Mary raised the issue that the wording for being proficient in software needs to be consistent with the job description. We will use the wording “integrated library systems” and approve the form at the next meeting.

ii. Policy: Third reading of Volunteer policy – we made the change that applications to be submitted to the library director instead of “volunteer coordinator.” Nancy Liston made a motion to accept the policy as revised in the second reading. Hillary seconded. All voted in favor. Nancy Norwalk and Mary King will work on volunteer application.

Second reading of Interlibrary Loan policy – Mary raised concern about requesting books via ILL that are newer than 6 months.

Second reading of confidentiality policy – There was a question about requesting renewals on another patron’s behalf. We will put permission in a waiver to allow for blanket renewals. Mary and Nancy Norwalk will modify the waiver and bring it to the next meeting.

7:48-8:46 pm Discussion of 2014 Budget (continued)

A. Mark reviewed changes we made at the last meeting. Total dollar change for all budgets is \$2690 which is a 2.286% difference in expenditures. Hillary said she spoke with Steve Halleran, and there is \$11,000 in the building fund. The town puts \$2,500 into that fund every year. Lock bill at PRML is \$1600, which would come out of this fund. Mary said she was hoping 4 new windows needed for the basement of the Meriden Library could come from that

fund. Mark said there may be money left over for 2013 to use towards some of these projects. Mary said second project is painting, which she did not think would come out of the town fund. She has one estimate for priming and painting the upstairs for \$3090. Doesn't include moving some of the shelving. Mary did not want to move the shelving. Painting the downstairs would require many coats another alternative is to clean up the paneling.

Hillary suggested putting \$3,000 in as a larger maintenance item for both floors. Nancy has one quote on basement lighting for \$6400 for the two original rooms. Energy efficiency rebates may be available to offset the cost. She said that AC will come to \$12300. She has a snowremovable quote of \$300 for the season will go into maintenance. Mark said he felt major items shouldn't be added to the base budget. Nancy Liston said that we have never put these things in the base budget before. Hillary suggested that lights and AC should be separate warrant articles. Nancy said the library has been waiting on new lighting for 9 years. Mark suggested that we could break up the project and get another estimate.

Dennis said that that AC could be warrant article. Lights are maintenance is an ongoing issue. Suggested upping the annual input. Hillary didn't want to add more than 2.5% to the budget. Hillary made motion to pass the budget. Nancy Liston seconded. All voted in favor. We have the ability to move it around. All approved. The board will ask for other monies out of maintenance fund and request that an increased amount to go into maintenance fund. We will request a separate warrant item for AC.

8:30 Go into nonpublic session.

9:04 Out of nonpublic session

9:05 Anita voted to seal the minutes. Seconded by Hillary. All voted in favor.

9:05 Anita made a motion to adjourn. Hillary seconded. All voted in favor.

Adjournment at 9:05