

Plainfield Public Libraries Board of Trustees

December 14, 2015

Meriden Library – Both Libraries Featured

Draft Minutes

Present: Anita Brown, Mark Pensgen, Emily Sands, Nancy Liston, Suzanne Spencer, Mary King, director, Nancy Norwalk, director

Members of Public: Cindy Heath, Bev Widger, Ron Eberhardt, Clint Swift, Bonnie Swift, Dennis Girouard, Terri Crane

7:07 Call to Order

Emily made a motion to approve the agenda, Mark seconded. All voted in favor.

Friends Report – discussion of shelving donation order for PRML donation.

Emily made a motion to accept the Nov. 9 minutes. Mark seconded. Emily, Mark, Anita and Suzanne voted to accept; Nancy Liston abstained.

Nancy Liston moved to accept the Nov 16 minutes as amended. Anita seconded. All voted in favor.

Correspondence – all correspondence mentioned. The board discussed a written request from David Roberts. The board discussed not addressing it until the basement is finished. The board may also see if the Friends Group passes and signs Memorandum of Understanding.

The board noted Ruth Stalker's years of dedicated service at PRML.

As voted during the April 2015 meeting, the board will approve the director reports in the town report. The board needs to have these reports in three days in advance of the next meeting to review, which would be Jan 9. The reports are to include separate bar graphs showing annual circulation and patron visits for the past five years.

Emily moved to accept the director reports. Anita seconded. All voted in favor.

Nancy Norwalk requested increasing the budget to add janitorial services for the basement. The board noted that the budget has increase already by 10%, we don't know the exact costs and will get a better picture of the costs from July 1- Dec. 30 when it opens, and there is cushion in the budget to add hours if needed. The board let the budget stand.

Discussion of legal fees: the town has asked the library board to cover some of the costs of legal fees incurred by the library system during the year.

Anita made a motion to accept the financial reports. Emily seconded. All voted in favor.

First policy read of ADA access policy. All voted in favor.

Discussion of posting change of venue information for ADA access. The board will post access request information on the web and physical posting on both sides of town.

Discussion of code of ethics. The board will look at this and the bylaws at the next meeting.

Discussion about timesheets. Timesheets are to show actual hours worked with start and end times, and trustees will not sign timecards in advance. Directors have a standard number of hours, with admin hours being flexibly used during the month.

Discussion of coverage for Ruth's hours after she retires. PRML can use sub hours temporarily from both libraries as available.

Cindy Heath will be the PRML Friends Group liaison to the board.

Nancy Liston gave a report about the last PRML Friends Group meeting in November. The Friends Group voted against signing the Memorandum of Understanding with the board (the board signed one for both Friends Groups in November). The board noted that it looks forward to seeing the basement completed and thanked the Friends Group for its efforts.

Review of previous discussions: anonymous correspondence will not be posted. Official public meeting postings will physical postings on both sides of town – in the Town Hall in Meriden and on the public bulletin board on Rt. 12A in Plainfield Village. The website is not the official posting for public meetings or minutes. It is only supplementary.

Town Survey – Bev Widger reported that there were 253 total surveys responses. Some were on paper and still need to be entered, and she expects them to be done by January.

9:30 Suzanne made a motion to adjourn. Mark seconded. All voted in favor.

Upcoming Meetings:

January 12, 7:15 pm, PRML

February 8, 7:00 pm, Meriden Library

March 7, 7:15 pm, PRML

April 18, 7:00 pm, Meriden Library

Attachments:

Directors Reports (2)

Financial Reports (2)

ADA Policy (1)

