

BOARD OF TRUSTEES, PLAINFIELD PUBLIC LIBRARIES

January 22, 2014 p.m. at the Meriden Library

Both libraries Featured

Draft

Attending: Mark Pensgen, Hillary Sundell, Suzanne Spencer, Nancy Liston, Nancy Norwalk,
Mary King

Absent: Anita K. Brown

Members of Public: Dennis Girouard

7:04 pm Call to Order – Trustees and Directors

7:04 pm Roll Call

7:14 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.

7:15 pm Public Comments

Dennis asked the following questions:

RSA 91-A:3,II (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.

#1 What is procedure for requesting an open meeting by the person who is the subject who would be affected by the RSA 91-A:3,II (c) ?

#2 How does the BOT notify said person in advance, so that an open meeting might be requested. And do they have the right to attend the meeting themselves.

#3 Can said person who either chooses not to or is not notified then have access or to review minutes of the non-public meeting?

Suzanne said the board can meet to discuss an employee without notifying that employee or inviting him or her to the meeting, but would look into the other questions.

7:16 Discussion of minutes from previous meeting; discussion of corrections.

7:21 Approval of Reports

A. Directors Reports –Nancy Liston questioned glitch which Nancy Norwalk put in her report: “it deleted our passwords and reverted back to the original telephone login. Howe fixed.” Mary said she had been at PRML the night before and said everything was working fine; Nancy Norwalk said there were problems in the morning when she came in.

Suzanne mentioned the need to standardize how the reports are labeled so that members of the public could better understand which report was from which library.

7:38 Suzanne moved to accept the Directors Reports. Mark seconded. All voted in favor.

B. Financial Reports - Nancy Norwalk raised a question about the trust funds. Nancy Liston asked where things stand with Nancy Norwalk getting a credit card. Mark said he will need to consolidate the accounts. Mary said that the Meriden Library received 2 gifts for \$100 and \$25. Nancy Liston moved to accept the gifts. Hillary seconded. All voted in favor. At 7:48 Nancy Liston moved we accept the treasurer’s report. Suzanne Seconded. All voted in favor.

7:50 The board discussed putting the plan for the downstairs of PRML on the agenda for the next meeting. Nancy Norwalk said the goal is to have the meeting room done by February, but there is no flooring and nothing will be moved down until the flooring goes in.

Hillary asked Mary and Nancy Norwalk how automation is going at PRML. Mary, now the system administrator for both libraries, has worked with the staff on pre-cataloging and has worked with volunteers. She said that last week she did upgrades on the software, which is going well. Mary has a finite number of hours to give to give automation at PRML, and there is a new volunteer who needs to be trained. Nancy Norwalk said there are many thing she hasn’t been trained on, such as inter-library loans and reporting. The board has agreed to a system administrator job description, which Nancy Liston read out loud. At Howe’s suggestion, Mary has agreed to act in this role. Mary has indicated she

will need more time to accomplish this role beyond her Meriden hours. She noted that some of the requirements in general system administrator duties were requested by the Howe library. Certain duties and permissions will reside only with the system administrator.

Mary needs more admin hours to be the system administrator. Mary estimated in the past two weeks, she has spent 3 hours per week in addition to what she spends at Meriden. Mary said she is bringing a laptop home with her. She is spending these hours at PRML but also at the ML and at home. Mary said the amount of time should decrease, but she said she can't say when that will be. Mary said she has had to have a sub at the Meriden Library so she could help at PRML. Mark said we would watch it for a couple months and see how it goes and where we can find money in the budget.

8:04 Discussion of Air Conditioning at PRML. Mark said in the meeting with the town finance committee, there were questions about the warrant article that he was not prepared to answer. Steve Halleran and the finance committee requested that a trustee come and answer questions at an upcoming select board meeting. Mark said that because he personally didn't support the article which the board approved, he was not the appropriate person to attend.

Suzanne asked if given the feedback from the town, does the board still support the warrant article? Nancy Liston raised concern over the tax impact.

Mark said that if no one from the board is willing to go forward and defend this to the town, then we shouldn't support it. Mark suggested if we spend money, we should spend it on eliminating leakage in the building.

Budget meeting on Feb 5 is when we need to defend it to the selectboard.

Nancy Liston said that she supports the PRML air conditioning, however the town should understand the ramp at the Meriden Library is a high priority but will be paid hopefully from the Town Ada compliance fund.

Nancy Norwalk said that patrons have asked for air conditioning and that it's the only regularly open town building on that side of town. Mark and Hillary noted the poor insulation and PRML, and that perhaps we should look at the whole system.

Nancy Norwalk said that the heat system is new and it was designed so that a cooling system could be added in.

Hillary said that she supported the warrant article and that she would meet with Anita and anyone who wanted to determine the viability of the warrant article. This meeting would happen before the board's next scheduled meeting and before the selectboard meeting.

8:37 Discussion of calendar of meetings for February.

8:39 Nancy Liston moved we adjourn public meeting. Mark seconded. All voted in favor.

8:40 Adjournment of public meeting.

Public session reconvened at 9:45 pm

MOTION made to Seal Minutes and seconded.

Roll Call Vote to seal Minutes:

Vote as follows:

- Anita Brown – Yes
- Mark Pensgen – Yes
- Nancy Liston – Yes
- Hillary Sundell – Yes
- Suzanne Spencer - Yes

MOTION: Passed

Motion to adjourn made and seconded

Adjourn time: 9:45pm

Attachments:

Financial reports (3)

Directors Reports (5)

Sheet1

Income	Total Budget 2013	Total Actual 2013	Budget 2014
Town Appropriation	\$113,268.00	\$ 113,823.00	\$112,649.00
Trust Funds	\$ 3,250.00	\$ 3,300.00	\$ 5,009.00
Gifts/Grants	\$ 150.00	\$ 2,856.08	\$ 2,700.00
Book Fines/Copier	\$ 50.00	\$ 535.80	
Book Sales	\$ - 0	\$ 16.65	
Total Interest Incom	\$ 10.00	\$ 26.92	\$ 10.00
Encumbered Funds		\$ 4,359.53	\$ 4,854.32
Misc Income	\$ 600.00	\$ 180.00	\$ 600.00
Total Income	\$121,687.53	\$ 125,097.98	\$125,822.32
Expense			
Salaries	\$69,323.00	\$ 67,915.21	\$70,483.00
Sick Pay	\$ 1,285.00	\$ - 0	\$ 1,285.00
Total Library Materia	\$14,700.00	\$ 14,748.92	\$16,200.00
Telephone	\$ 1,620.00	\$ 1,735.68	\$ 1,620.00
Electricity	\$ 4,100.00	\$ 4,433.50	\$ 4,700.00
Fuel	\$ 8,900.00	\$ 9,171.04	\$ 8,980.00
Water/Sewer	\$ 800.00	\$ 498.79	\$ 800.00
Supplies	\$ 2,300.00	\$ 1,811.99	\$ 2,300.00
Postage	\$ 500.00	\$ 257.60	\$ 500.00
Professional Activiti	\$ 900.00	\$ 432.78	\$ 600.00
Programs	\$ 1,000.00	\$ 2,008.43	\$ 1,000.00
Furniture/Equipmen	\$ 300.00	\$ 1,318.30	\$ 1,050.00
Elevator	\$ 1,700.00	\$ 1,110.84	\$ 1,700.00
Maintenance	\$ 4,600.00	\$ 4,601.17	\$ 4,900.00
Automation/Catalog	\$ 2,300.00	\$ 2,207.27	\$ 1,600.00
Computer	\$ 2,800.00	\$ 1,979.68	\$ 1,700.00
Trustee Expense	\$ 650.00	\$ 175.00	\$ 1,350.00
Misc Expense	\$ 200.00	\$ 46.50	\$ 200.00
Encumbered Funds	\$ 4,359.53	\$ 3,976.46	\$ 4,854.32
Total Expense	\$122,337.53	\$ 118,429.16	\$125,822.32
Net Ordinary Income	\$ - 0	\$ 6,668.82	
Other Income, Expense and Liabilities			
Income/Transfers			
Bldg Fund Gifts-from Friends of PRI	\$	85,833.94	\$20,143.00
Transfer from Blg fund-Meriden	\$	3,585.89	\$ 7,850.00
Expense			
Building funds Expense-PRML	\$	85,833.94	\$20,143.00
Building funds Expense-Meriden	\$	3,585.89	\$ 7,850.00
Net Other Income and Expense			

Sheet1

Less 2013 payable items (encumt	\$	4,854.32
Total Net Income	\$	1,814.50

Fund Balances-Year End

Philip Read Checking	\$	6,450.14
Philip Read Fines Account	\$	2,591.03
Meriden Checking	\$	5,185.74
Meriden Petty Cash	\$	47.25
Meriden Fines and Fees account	\$	268.53
Meriden Building Fund		
Savings	\$	17,977
Vanguard Money Market	\$	38,061
Vanguard Windsor Fund	\$	26,917

Sheet2

Sheet3

Page 4

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
January 2014
Activities for December 2013

1. Automation: Cataloguing is continuing, but numbers are lower, as Sharon was still on hold and, as mentioned, movies are taking longer to catalog than books. Also, the holidays slowed us down. This is really for January activities, but, per the trustees' new procedure, Mary and I have met and gone over some of my questions. She has found answers to some; Howe has corrected some settings which weren't set for the staff login and the "flash-by" issue (program wasn't stopping on one of the screens). The Evergreen upgrade was accomplished and Mary reloaded the program for us. This went fine except for one little glitch--it deleted our passwords and reverted back to the original telephone login. Howe fixed. More in next month's report. I have a new volunteer who Mary will be training. Mary's help is very much appreciated.

2. Maintenance: Walter Fleck is doing a great job shoveling and is even getting the walkways sanded.

I have checked on the replacement lock for the back door. The supplier sent the wrong one and a new one is coming. I have talked to Estes & Gallup and we are going to install the new lock on the back door and return the current one to the downstairs interior door. David Grobe will help with installation.

The yearly elevator and fire alarm tests were done and everything passed.

The electricians have been in twice to talk with me about the new lights in the original rooms. The revised price is \$7550. It will take 4-6 weeks for the new lights to come. If on time, installation would occur in March and should take one day. The only unknown, as we have discussed before, is if there is any damage to the tin ceiling under the current lights. It depends on how they were attached to the ceiling and we won't know until the lights come down. If there is damage, there are several ways to cover it up/fix it. The electricians will talk to us before doing anything depending on what is found.

Hadlock's painters have finished painting two of the rooms downstairs.

3. Personnel: Ruth and Jesse will be gone to Florida for the month of February. This will slow down the cataloging. Suellen will work most of Ruth's hours. This will not impact the budget as Ruth is mostly taking leave-without-pay.

Sharon will also be out for February as she is having surgery.

4. I was pleased to read a story at the Community Christmas Celebration.

5. Miscellaneous: One holiday, half-day power outage.

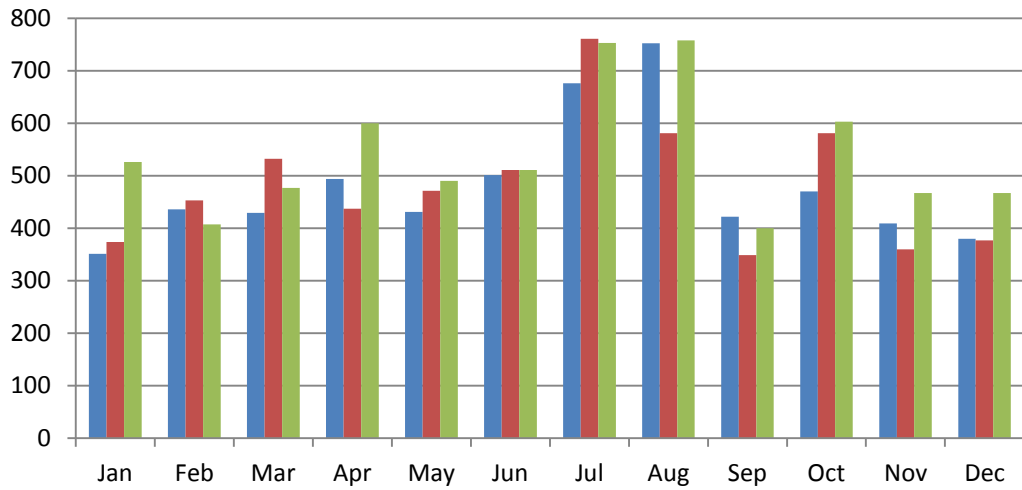
Nancy Norwalk, Director

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

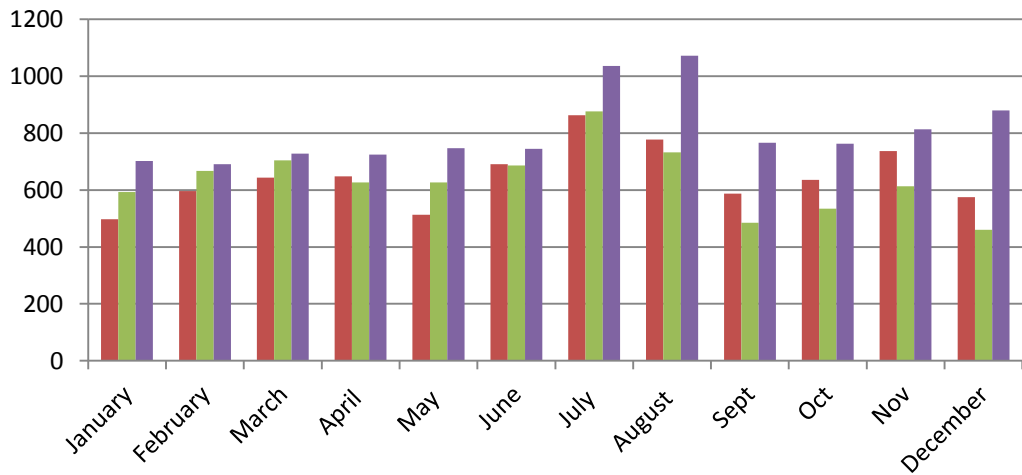
	Jan - Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation	44,869.91	44,569.00	300.91
Town Approp - FICA	2,163.09	2,249.00	-85.91
Trust Funds	1,300.00	850.00	450.00
Gifts	1,465.00	50.00	1,415.00
Book Fines/Copier	215.80	0.00	215.80
Book Sales	16.65		
Interest Income			
Interest - Savings	20.23	10.00	10.23
Interest - Vanguard Prime MM	7.05		
Interest Checking	0.64		
Total Interest Income	27.92	10.00	17.92
Misc Income	66.00	300.00	-234.00
Total Income	50,124.37	48,028.00	2,096.37
Expense			
Salaries	28,275.80	29,404.00	-1,128.20
FICA	2,163.09	2,249.00	-85.91
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	1,869.57	1,100.00	769.57
Books & magazines	3,976.42	4,400.00	-423.58
Total Library Materials	5,845.99	5,500.00	345.99
Telephone	518.98	540.00	-21.02
Electricity	1,504.24	1,200.00	304.24
Fuel	2,195.75	2,500.00	-304.25
Water/Sewer	300.00	500.01	-200.01
Supplies	737.08	800.00	-62.92
Postage	53.00	250.00	-197.00
Professional Activities	266.19	450.00	-183.81
Programs	989.72	400.00	589.72
Furniture/Equipment	19.98	100.00	-80.02
Maintenance	1,200.00	1,600.00	-400.00
Automation	800.00	800.00	0.00
Computer	962.69	1,350.00	-387.31
Misc Expense	46.50	100.00	-53.50
Total Expense	45,879.01	48,028.01	-2,149.00
Net Ordinary Income	4,245.36	-0.01	4,245.37
Other Income/Expense			
Other Expense			
Encumbered Funds	1,136.96		
Prior Year Return of Funds	6,423.62		
Building Capital Improvements	3,585.89		
Total Other Expense	11,146.47		
Net Other Income	-11,146.47		
Net Income	-6,901.11	-0.01	-6,901.10

Meriden Library
2010 - 2012

Visits 2011-13



Circulation 2011-13



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	29,313.68	28,780.00	533.68
Appropriation-Salary	34,808.43	34,993.00	-184.57
FICA	2,667.89	2,677.00	-9.11
Total Town Appropriation	66,790.00	66,450.00	340.00
Trust Fund Income	2,000.00	2,400.00	-400.00
Fines	511.08	50.00	461.08
Gifts	320.00	100.00	220.00
Grants	880.00		
Misc Income	114.00	300.00	-186.00
Total Income	70,615.08	69,300.00	1,315.08
Expense			
Payroll			
Salaries	34,808.43	35,993.00	-1,184.57
FICA	2,667.89	2,677.00	-9.11
Total Payroll	37,476.32	38,670.00	-1,193.68
Library Materials			
Books and Magazines	7,914.60	8,000.00	-85.40
Audio Visual Materials	988.33	1,200.00	-211.67
Total Library Materials	8,902.93	9,200.00	-297.07
Catalog Services/Automation	1,407.27	1,500.00	-92.73
Supplies	1,074.91	1,500.00	-425.09
Postage	204.60	250.00	-45.40
Programs	543.71	600.00	-56.29
Professional Activities	341.59	450.00	-108.41
Oil	6,975.29	6,400.00	575.29
Electricity	2,929.26	2,900.00	29.26
Telephone	1,216.70	1,080.00	136.70
Water	198.80	300.00	-101.20
Maintenance			
Maintenance-General Expenses	3,401.17	3,000.00	401.17
Elevator	1,110.84	1,700.00	-589.16
Total Maintenance	4,512.01	4,700.00	-187.99
Furnishings and Equipment	1,298.32	200.00	1,098.32
Computer Hardware and Software	1,016.99	1,450.00	-433.01
Miscellaneous Expense	0.00	100.00	-100.00
Total Expense	68,098.70	69,300.00	-1,201.30
Net Ordinary Income	2,516.38	0.00	2,516.38
Other Income/Expense			
Other Income			
Building Fund Gifts	85,843.94	90,052.00	-4,208.06
Total Other Income	85,843.94	90,052.00	-4,208.06
Other Expense			
Encumbered Funds	2,839.50		
Programs-Grants	475.00		
Building Fund Expense	85,833.94		
Total Other Expense	89,148.44		
Net Other Income	-3,304.50	90,052.00	-93,356.50
Net Income	-788.12	90,052.00	-90,840.12