

Plainfield Public Libraries
Board of Trustees
February 19, 2015
Both Libraries Featured

Draft

Attending: Suzanne Spencer, Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell (attended late)

Members of the Public; Jeanne Thompson, Estelle Reisch, Diane Rogers, Bev Widger, Clint Swift, Cindy Heath, Bonnie Swift, Dennis Girouard

Call to Order: 7:12pm

Announcement of Non-public session if necessary; RSA 91 – A-:3 II

- (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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

- A. Motion made to accept minutes January 12, 2015 as written made and seconded . Motion unanimous and carried

Chair Suzanne asked if there were any donations to mention

1. Nancy N reported that PRML received \$50 to general fund and suggested it be used for children's materials.
2. Mary reported that ML received \$150 in memory of Henry Beck, which was designated for the building fund.

Public Comments:

Dennis Girouard stated that he was at this month's Select board's meeting where the topic of the Post Office was mentioned. If we had two library boards, the ML board could probably have moved on this possibility. Nancy L reported that at a previous Select board's meeting the same topic was brought up. However, the Select board stated that it was too early to move in that direction and mentioned that the subject would more than likely be discussed towards the end of March.

Directors' reports:

Discussion was minimal. Nancy L moved to approve the reports; Mark seconded; vote was passed unanimously.

Treasurer's report:

Mark mentioned it was early in the process so not much to report. However, ML has run out of its contracted fuel amount. So currently, ML is paying going rate which was recently \$2.89/gal; PRML is at \$3.49/gal. The report does not include salary from January to date. Nancy L moved to accept the report; Anita seconded; vote was passed unanimously.

Nancy N asked about the auditor's suggested procedure for 2 people to sign off on deposits. Mark said it would be for cash only; checks okay. Discussion on validating amount and agreed upon.

Nancy L asked about Friends' money. If Friends' treasurer is not around, Nancy N receives it and places money in Friends' cash box. Mary does not collect Friends' money.

HR reviews:

Suzanne relayed the request to extend the Library Aides' reviews to March 1, 2015 as there were extenuating circumstances and this is the first time for the official reviews. All agreed okay. No vote needed.

Automation/Technology report:

Mark highlighted issues which have not gone away. Any materials going out MUST go through Evergreen, which is not being done at the present time at PRML.

7:40 p.m. At This point - Hillary Sundell joined the meeting.

Discussion on patrons being able to access the systems for downloadable books, must have a barcoded 14 digit number. Numbers being sent to State, an issue of timing, and authentication by state. Communications to patrons will be posted via website. Discussion on duplicate listings, Mark mentioned the possibilities as to why the duplicate records were happening; computers not having upgrades, volunteers using it for cataloguing.

Susan asked when next meeting would be, Mark mentioned that the committee was waiting on dates from the Directors. Nancy N. said she had contacted Mary today, and Mary said she would be available in first week in March, that she was available all last month, but had not been contacted for a meeting date. Mary said that she and Nancy are looking at the first week in March, just looking for a convenient time. Nancy L. asked Nancy N. if she would have the books that were listed on the Duplicate records (4 pages worth) ready for Mary at next meeting? Nancy N. affirmed, Mary said she is still reviewing brief records from last fall.

MOTION to accept Automation/Technology report made and seconded. Motion unanimous and carried.

Report to be sent to Secretary for the minutes.

Internet Policy discussion, Nancy Liston read for final reading.

MOTION made to accept Internet Policy as amended. Motion seconded and voted unanimous and carried.

Presentation by Cindy Heath on *Strategic Basement Plan*. Report attached.

Discussion on Strategic Plan & upcoming Survey – Bev Widger fielded most of the questions.

Announcement of Non-public session; RSA 91 – A-:3 II

- (a) • *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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

MOTION made to go into Non-public session made and seconded. Motion unanimous and carried.

Time - Back in Public Session

MOTION – *To seal non-public minutes per RSA 91-A:3 III – Minutes of meetings in nonpublic session shall be kept and the record of all action shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in non-public session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any other person than a member of the public body itself, or render the proposed action in effective....*

8:40 p.m. MOTION – To adjourn and seconded. Motion unanimous and carried.

Attachments; Directors reports - 2 sets

Financial Report

Final on Internet Policy for Plainfield Public Libraries

Interim Strategic Basement Plan – Cindy Heath

**Philip Read Memorial Library Basement Task Force
Interim Report, February 19, 2015**

Members:

Nancy Liston, Trustee, Nancy Norwalk, Library Director, Diane Rogers, Plainfield Library Friends Group, Cindy Heath & Hillary Sundell, Library Volunteers

Charge:

- Look at floor plans in terms of staffing requirement options (some Trustees noted that computer users tend to need more staff assistance than the people browsing the fiction section)
- Review existing plans, budget, and previous approvals
- Research trends in rural library facility design and service
- Evaluate 3 alternate scenarios and provide cost estimates and timeline for implementation OR affirm existing plans with no changes

I. Floor Plans – Children’s Junior & Teen Services Benchmarking Assessment

Library	Junior Area Location (Grades 3-8)	Supervision	Children’s Librarian (per week)	Comments
Sunapee	Library has only one floor	Visible from front desk	32 hours	Low book cases, all youth services in one area, creative space, brand new in 2015
Claremont			40 hours	
Newport			40 hours	
Meriden	Basement	User driven supervision	No	All youth services on one floor
Windsor				
Canaan				
Enfield				
Grantham	Library has only one floor	Visible from front desk	10 hours	Junior collection is smaller; Ipads/e readers for loan; parent req’d <13 years
PRML	Now: 1 st Floor Plan: Basement Future: TBD	User driven Supervision	No	Potential additional staff would be cross trained in all library services with a focus on youth programming

II. Existing Plans, Budget & Approvals Review

EXISTING PLANS

PRML Building Program, Associated Library Consultants (1997)
 PRML Planned Use of Basement Report, Nancy Norwalk (2013)
 Lower Level Plan, Willer & McHale (2001)

BUDGET

Friends of the PRML have \$25,000 for shelving; \$6,000 undesignated
 \$50,000 needed to complete floor & furnishings
 Currently need 15 hours/week for full coverage (2 staff on duty)

APPROVALS

Plainfield Library Trustees approval of existing plan in 2001

III. Trends in Rural Library Facility Design and Service

A. 2013 NH & VT State Library Data Sets

NOTE: Print materials data was used at random as a criterion for which communities in Plainfield's population range to include in this chart (Colebrook & Tuftonboro). Other towns represent benchmark communities selected by the Task Force.

LIBRARY	TOTAL PAID EMPLOYEES	PRINT MATERIALS	PRINT MATERIALS BUDGET	CIRC.	HOURS OF SERVICE/YR	TOTAL REVENUE	TOTAL PROGRAMS
PRINT MATERIALS BENCHMARK, STATEWIDE							
PRML & MERIDEN (2,364)	1.95	36,133	\$11,976	21,128	2,600	\$118,790	137
Colebrook (2,301)	4.43	34,100	\$13,720	19,520	1,425	\$126,440	123
Tuftonboro (2,387)	2.74	30,630	\$20,414	37,445	1,798	\$173,740	161
UPPER VALLEY BENCHMARK COMMUNITIES							
Sunapee (3,365)	4.25	31,268	\$34,140	53,680	2,340	\$321,000	201
Claremont (13,355)	6.2	60,174	\$49,800	102,827	2,000	\$486,500	77
Newport (6,507)	4.63	40,957	\$16,489	29,130	2,340	\$645,620	401
Windsor (3,553)	2	20,177	\$10,312	17,854	2,236	\$100,340	206
Canaan (3,909)	1.95	26,632	\$20,000	31,855	1,612	\$137,560	68
Enfield (4,582)	3.98	33,742	\$20,010	22,523	1,716	\$157,700	197
Grantham (2,985)	2.45	22,475	\$17,772	53,132	1,754	\$172,720	102

B. Industry Research

Guidelines for Rural/Urban Public Library Systems, 2nd Edition, Administrators of Rural & Urban Libraries of Ontario, January 2012.

- Standard Offerings: internet connectivity, website, social media presence, e-learning
- Small Branches (1000-5000 Pop.)
 - Minimum 8,000 in circulation
 - ADA Accessible
 - Size: 2,500 sq ft, 1 sq ft/capita
 - Hours Open: 20-25 hours/week
 - Staff should have training in library practices and library technology
 - Staff: 2.5 FTE for administration, circulation system, patron services
 - Work Stations: minimum of 3 or 1/1,300 Pop.
 - Children's Collection should be 1/3 of total collection

The State of Public Small and Rural Libraries in the U.S., Institute of Museum & Library Services, Research Brief No. 5, September 2013.

Data for Rural Libraries:

- Median Service Population: 2,244
- Median Circulation: 15,847
- Median Revenue: \$69,215
- Median Total Staff: 1.5
- Median Programs: 57

UpClose: Designing 21st-Century Libraries | Library by Design, lj.libraryjournal.com, Peter Gisolfi, LA

- An informal community cultural center
- Transparency among spaces so patrons can be seen and more easily served
- Reading spaces interspersed within the various collections
- Larger and more varied spaces for children and teens
- Community, meeting, and activity rooms of varied sizes
- Daylight in all areas of the building
- Connections to outdoor space
- Spaces devoted to computer and Internet instruction and online research
- Automated systems, and increased staff efficiency
- Flexibility to accommodate future requirements
- The library as a community model for sustainable practice

Phase I Recommendations (2015):

- Work with Friends to complete Special Collections area with funding dedicated for shelving (\$24,174).
- Update cost estimates for flooring.
- Trustees to purchase 2 comfortable reading chairs and 8 research table chairs for Special Collections area in next budget cycle. Efforts to locate donated furnishings ongoing.
- Install humidity measurement device in Special Collections area.
- Conduct youth survey in collaboration with PS and home school population.

Further Discussion Prior to Final Report

- Location, staffing, and furnishings for Junior & Teen areas
- Analysis of Youth Survey results

Internet Policy for Plainfield Public Libraries

Approved 2/19/15

Purpose

Plainfield Public Libraries provide access to the Internet as part of its mission. We connect to the world of ideas. The libraries and staff have no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms responsibility of parents or guardians to guide their children's use of the Internet.

Responsibilities of the Library

The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The availability of access to information does not constitute endorsement of the content by the Plainfield Public Libraries.

Plainfield Public Libraries disclaim any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof.

The use of filtering software to block access to constitutionally protected speech violates the American Library Association Bill of Rights and the Supreme Court decisions that hold up the Bill of Rights.

Responsibilities of Patrons

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.

Access, use, or dissemination via the Internet in the library is the responsibility of the patrons. It is illegal to use the library's computers to access, view, print, distribute, display, send, or receive images or graphics of material that violates state or Federal laws including those relating to child pornography and content that is obscene or harmful to minors.

Confidentiality

The Internet is not a secure, private environment. Patrons handling financial transactions or other activities that require confidentiality do so at their own risk. In general, electronic communication is not absolutely secure and is subject to outside intervention. It is also subject to monitoring by network administrators in the usual performance of their duties.

It is the library's practice not to maintain a history of our patrons computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a patron has entered. Written instructions are available on how to erase your personal search history.

Wireless

The library provides free, unsecured, wireless Internet access for public use. The library does not provide technical support for privately owned personal wireless devices; however, library staff may provide guidance for the use of such devices when directly involved with library-owned materials. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public Internet access provided by the library.

References

This policy has been developed in concert with the American Library Association documents including "Guidelines and Consequences for Developing a Public Library Internet Use Policy and "Access to Digital Information, Services and Networks."

Date _____

Suzanne Spencer, Chair _____

Anita Brown, Vice Chair _____

Marg Pensgen, Treasurer _____

Nancy Liston _____

Hillary Sundell, Secretary _____

2/19/2015

Meriden Library
Director's Report
January 2015

Closed Monday, January 19 for Martin Luther King Day and Tuesday, January 27 due to weather.

Programs

Story Time 1/8, 1/15, 1/22, 1/29

Genealogy 1/12

Book Group 1/20

Game Time 1/12, 1/26

Special Programs

The Friends of the Meriden Library held the 3rd Annual "Warm Your Winter with Hot Soup and Good Books" on Monday, January 12. The program was held at the Plainfield Elementary School. 25 adults attended. This program also serves as the Friends annual business meeting.

Activities

I spent 3 hours on System Administrator duties; one hour running reports, one hours working on records and one hour meeting with Nancy Liston and Mark Pensgen.

I attended a workshop offered by Bobbi Slossar, NH State Technology Resource Librarian, in New London on January 9. Bobbi brought the Maker Play Lab, a group of tech toys that the State Library has purchased, for demonstration. Librarians who attended will be able to borrow the toys for use at their libraries. In March, the Meriden Library will have a set of electronic snap circuits for three weeks.

On Monday, January 26, I attended the Librarians of the Upper Valley meeting at the Fairlee Public Library. The discussion was on the collaborative summer reading program.

Plainfield Libraries
Meriden P&L Budget vs. Actual
YTD 2014

	Jan - Dec 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	0.00	2,280.00	-2,280.00
Appropriation - Operations	3,500.00	18,029.04	-14,529.04
Appropriation - Salary	0.00	30,242.04	-30,242.04
Total Town Appropriation	3,500.00	50,551.08	-47,051.08
Trust Fund Income	375.00	700.00	-325.00
Interest Income			
Interest - Savings	0.00	10.00	-10.00
Total Interest Income	0.00	10.00	-10.00
Misc Income	0.00	300.00	-300.00
Total Income	3,875.00	51,561.08	-47,686.08
Expense			
Salaries	0.00	30,254.04	-30,254.04
FICA	0.00	30,242.04	-30,242.04
Library Materials			
Audio/Visual	0.00	1,600.00	-1,600.00
Books & Magazines	573.35	5,400.00	-4,826.65
Total Library Materials	573.35	7,000.00	-6,426.65
Telephone	46.12	540.00	-493.88
Electricity	133.46	1,700.00	-1,566.54
Fuel Oil	684.04	2,309.00	-1,624.96
Water/Sewer	100.00	500.00	-400.00
Supplies	50.76	800.00	-749.24
Postage	0.00	250.00	-250.00
Professional Activities	0.00	300.00	-300.00
Programs	68.55	400.00	-331.45
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	100.00	1,800.00	-1,700.00
Automation/Cataloging	0.00	800.00	-800.00
Computer/Software	120.00	2,440.00	-2,320.00
Misc Expense	0.00	100.00	-100.00
Total Expense	1,876.28	79,535.08	-77,658.80
Net Ordinary Income	1,998.72	-27,974.00	29,972.72
Other Income/Expense			
Other Income			
Encumbered Funds-Prior Yr	2,510.00		
Building Funds	0.00	23,450.00	-23,450.00
Total Other Income	2,510.00	23,450.00	-20,940.00
Other Expense			
Encumbered Funds	362.37	4,149.00	-3,786.63
Building Funds Expense	0.00	23,450.00	-23,450.00
Total Other Expense	362.37	27,599.00	-27,236.63
Net Other Income	2,147.63	-4,149.00	6,296.63
Net Income	4,146.35	-32,123.00	36,269.35

	Visits							
	January	February	March	April	May	June	July	August
Patron Visits								
Adults	366							
Young Adults	6							
Children	110							
Total	482							

	Circulation							
	January	February	March	April	May	June	July	August
Adults	311							
Children & YA	393							
Magazine	27							
ILL incoming	48							
NH Downloadable	78							
Total Circulation	857							
Items Added								
Items Removed	0							
Volunteer Hours								

	Programs							
	January	February	March	April	May	June	July	August
Childrens Programs	4							
Children Attendance	25							
Adult Programs	5							
Total Attendance	42							
Reference Questions								
Computer Use	18							

Sept	Oct	Nov	December	Total

Sept	October	November	December	Total

Sept	October	November	December	Total

PHILIP READ MEMORIAL LIBRARY
DIRECTOR'S REPORT
February 2015
Activities for January 2015

1. Automation: Volunteers have been on hold since the middle of November. Nancy and Hillary have both been on vacations and haven't had time to finish their part of the project. Once this is done, volunteers should be able to finish the automation in two or three weeks. The volunteers are anxious to get back to work. They have enjoyed this project.

If it is all right with Hillary and the trustees, it would be very helpful for Hillary to continue with the project even though she will no longer be a trustee.

2. Maintenance: There is a problem with the thermostat in the meeting room. It doesn't hold its setting. Estes & Gallup have sent a technician down and he is investigating the problem.

Walter Flack is certainly getting a workout with the snow this year.

3. Meeting Room Use: Six groups used the meeting room for meetings or programs. One small group, who held a family baby shower here, gave us a donation of \$50.

4. Fine Account: The plan for use of this fund is to let it build up so we could use it for large, special, expensive items. This way the cost doesn't spike our budget when needed. Our junior foreign country books are very outdated and should be replaced. I plan to use this fund this year to do just that. The price would be several hundred dollars or more.

5. WiFi: The WiFi in the meeting room is still giving patrons problems. Sometimes they can access it and sometimes not.

6. Miscellaneous: One bad snow storm and one holiday. This winter's weather is certainly slowing things down.

Nancy Norwalk, Director

Thank you for helping the Plainfield Library Board of Trustees find out about what young people want in their public libraries. This information will help us to create the best library spaces possible for Plainfield youth. The survey is anonymous, meaning no one will know who answered the questions when we compile the information. Please answer honestly and thoughtfully – there are no right or wrong answers. We will put all of the responses together to help us decide how to design library services for children in Plainfield. Thanks again!

Question 1. What grade are you in?

3rd

4th

5th

6th

7th

8th

Question 2. Do you currently use the Plainfield Public Libraries?

Yes, I use the Philip Read Memorial Library in Plainfield

Yes, I use the Meriden Public Library in Meriden

Yes, I use both libraries

No, I do not use the libraries

Question 3. If you do use the libraries, how do you usually get to there?

I usually walk to the library

I usually ride my bike to the library

Someone drives me to the library

I do not use the library

Question 4. If you do use the libraries, which of the following reasons best describes the reason? Choose the TOP THREE and rank them 1 for the most important reason, 2 for the second most important reason, and 3 for the third most important reason.

- I like to hang out with my friends and read or do homework
- I go with my parents or other family members to use the library
- The library is fun, and I always learn something new when I go there

Question 5. If you don't come to the libraries, we are trying to understand why not. Please check the reasons you do not use the Plainfield Public Libraries, and rank them. Number 1 is the top reason you don't come to the libraries, and number 6 is the least important reason you don't come to the libraries.

- I have no way to get to the library
- I am too busy (homework, family chores, babysitting, recreation activities)
- I have no interest in going to the library
- My friends don't go, so I don't go
- I use the Library online catalog
- I use the internet at home for homework/research

Question 6. We are trying to understand what activities would make you want to use the library. Please check the TOP THREE activities that would be of interest to you if they were offered:

- a. Lego Area
- b. Comfortable Seating
- c. Media Center (for making videos, movies, etc)
- d. Computer With Internet
- e. Study Area
- f. Creative Space (for designing and making projects)

Question 7. What activities would you like to see at the library that do not exist now?

Thank you for helping us with this survey! We will share the results with you after they are collected.

The Plainfield Library Board of Trustees and Mrs. xxx 8th grade class

Plainfield Libraries
PRML P&L Budget vs. Actual
YTD 2014

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Town Appropriation			
Appropriation - FICA	0.00	2,641.00	-2,641.00
Appropriation - Operations	7,000.00	30,913.00	-23,913.00
Appropriation - Salary	0.00	35,520.00	-35,520.00
Total Town Appropriation	<u>7,000.00</u>	<u>69,074.00</u>	<u>-62,074.00</u>
Trust Fund Income	1,050.00	2,000.00	-950.00
Gifts	50.00		
Misc Income	0.00	300.00	-300.00
Total Income	<u>8,100.00</u>	<u>71,374.00</u>	<u>-63,274.00</u>
Expense			
Salaries	0.00	35,520.00	-35,520.00
FICA	0.00	2,641.44	-2,641.44
Library Materials			
Audio/Visual	91.60	1,200.00	-1,108.40
Books & Magazines	853.62	8,000.00	-7,146.38
Total Library Materials	<u>945.22</u>	<u>9,200.00</u>	<u>-8,254.78</u>
Telephone	110.00	1,200.00	-1,090.00
Electricity	292.19	3,000.00	-2,707.81
Fuel Oil	2,813.99	7,523.00	-4,709.01
Water/Sewer	47.20	300.00	-252.80
Supplies	0.00	1,500.00	-1,500.00
Postage	0.00	250.00	-250.00
Professional Activities	0.00	300.00	-300.00
Programs	0.00	600.00	-600.00
Furniture/Equipment	0.00	950.00	-950.00
Elevator	0.00	1,700.00	-1,700.00
Maintenance	788.14	3,350.00	-2,561.86
Automation/Cataloging	0.00	800.00	-800.00
Computer/Software	276.25	2,440.00	-2,163.75
Misc Expense	0.00	100.00	-100.00
Total Expense	<u>5,272.99</u>	<u>71,374.44</u>	<u>-66,101.45</u>
Net Ordinary Income	2,827.01	-0.44	2,827.45
Other Income/Expense			
Other Income			
Encumbered Funds-Prior Yr	1,639.00		
Building Funds	0.00	60,000.00	-60,000.00
Total Other Income	<u>1,639.00</u>	<u>60,000.00</u>	<u>-58,361.00</u>
Other Expense			
Encumbered Funds	893.78	2,471.36	-1,577.58
Building Funds Expense	0.00	60,000.00	-60,000.00
Total Other Expense	<u>893.78</u>	<u>62,471.36</u>	<u>-61,577.58</u>
Net Other Income	745.22	-2,471.36	3,216.58
Net Income	<u><u>3,572.23</u></u>	<u><u>-2,471.80</u></u>	<u><u>6,044.03</u></u>

Report of automation subcommittee 2/4/2015

Attendees: Nancy Norwalk

Sarah Gillens

Mark Pensgen

Mary King

Nancy Liston

The automation committee met to review responses to questions submitted to Nancy to automation progress at PRML. Nancy assured us that volunteers are no longer entering new items or brief records.

We had asked about the 4 pages of brief records with problems created by volunteers at PRML. Nancy and Ruth are the only ones trained to enter brief records - not volunteers. We agreed Mary would review these procedures again. Nancy was to coordinate a meeting with Mary. Nancy L. asked Nancy Norwalk again to forward the records created since Sept. to Mary. As of today neither of these items has occurred.

Next topic was volunteers withdrawing non-fiction and fiction items from NHPAC. Mary had trained Nancy N in October. Loss of memory on how to do it can be a problem. We asked Nancy to have volunteers trained by her on this within a week and let us know. We have not heard anything on this as of today.

VHS records have been removed from Evergreen per Nancy. They were not in NHPAC so no problem there. Some of the tapes have been donated to a local school and others are in shed for sale.

We discussed problems again with the Boys in the Boat. We continue to have concerns about items, especially ILL's not being checked out in Evergreen. We asked that the documentation which has been provided be put in a book and that Nancy N. request a refresher on ILL & brief records by 21 Feb.

Discussed rotating collection cataloging and withdrawing. Mary has been doing this for PRML. Nancy N. has been asked to request training from Mary on this procedure.

We verified with Nancy that she has all documentation in a three ring binder for everyone working in the catalog use. There is no expectation that further documentation will be provided beyond what has been provided by Evergreen, Howe, and Mary.

Downloadable books were discussed; The barcodes were not working for PRML

patrons have not been able to use the barcodes on their library cards for accessing downloadable books. The system works correctly for Meriden patron but not for PRML patrons. We were assured that the patron barcode numbers have been sent to the state. She was not sure why the system does not work.

The expectation is that all items being leaving the library should be checked out through the Evergreen system. According to Nancy, magazines are the only items not being checked out in the system. However, we still have not seen the rotating collection that is at PRML in Evergreen this month.

Committee asked about Web page updates - PRML relies mostly on Mike Sutherland. Sara suggested she could do the updates. Each library is using a different program for web page updates Board needs to address consistency.

In order to address the ongoing problem regarding the creation of duplicate records in the system, Nancy N was asked to demonstrate how the process is done today by locating a record for a book which was entered incorrectly and which is know to have an existing record in the system. Unfortunately, this process was not able to be completed due to an inability of the computer being used to correctly access the Evergreen system. Another computer was tried and it was discovered that it lacked an Evergreen update so it too was not able to be used. The demonstration highlighted an ongoing inability to accomplish basic tasks required to run the automated system.

