

Plainfield Public Libraries
May 11, 2015
Minutes

DRAFT

Attending: Suzanne Spencer, Nancy Liston, Emily Sands, Mark Pensgen and Anita Brown, Nancy Norwalk (PRML director) and Mary King (ML director)

Suzanne called the meeting to order at 7:06pm and made mention that there might be a non-public meeting. A public hearing on the acceptance of a gift of \$50,000 to the Meriden Library would begin at 7:15pm.

Public Comment:

Bev Widger mentioned that the path has been cleared at the Mascoma Savings Bank to allow the Philip Read Memorial Library to have a debit card without naming the library director. Mark needs to speak with Karen Slayton to set things in motion.

NancyL asked if there was a policy on file on the use of a debit card. Anita suggested no policy was needed; however, she suggested a written procedure be on file.

7:15PM—Public Hearing on Gift of \$50,000 from Frederick Cushing to the Meriden Library

Mary informed the board that a gift of \$50,000 from the estate of Frederick Cushing was received. The stipulation is as follows:

For the Meriden Library, "to enhance and/or improve the library facility or collections with the request that the library create a suitable memorial for my wife, Mary E. Cushing."

--Dennis Girouard asked who handles the monies. Response: Trustees.

Clint Swift asked about the Meriden Library Association and the Meriden Library building fund monies. Who handles those monies? The building fund monies are handled by the trustees. Dennis asked where those funds are posted in town report. The building funds are in the town report. Currently, the Meriden Library Association monies have not been received (still in process); therefore, no accounting.

--Emily asked where the Cushing gift would reside as it states collection as well as the building. Mark proposed that a separate account be created then the trustees can decide.

Mark MOVED to accept the funds and place them in a separate bank account until the board determines how to appropriately use the funds. NancyL SECONDED. Vote was unanimous.

7:25pm—back to regular board meeting.

Public Comment (cont):

Dennis noted that at an earlier meeting the board would place all correspondence in a binder/folder. He has not seen the folder at the library. Suzanne has been working on them and gave NancyN a folder with some of the emails. She will complete the project soon.

Dennis asked if Sean Fleming's report mentioned anything about staffing at either library. Suzanne did not have that information at hand. She will review the report again and report back.

Minutes of April 6, 2015: no changes.

MOTION to approve: Emily; SECONDED: Mark; PASSED unanimously.

Correspondence:

Suzanne reviewed the procedure regarding email and written correspondence. Correspondence received between meetings will be read at next meeting and addressed if possible at that time.

Diane Rogers asked about her request to receive correspondence written to architects from the board regarding Philip Read basement issue. There was no written letter from the Board or from the lawyer.

Secretary will email written or electronic correspondence to the directors, who will then place in the Trustee correspondence folder/binder. Secretary will also copy Town Administrator when sending draft minutes to webmaster, directors and trustees.

Donations:

Mary received memorial donations in memory of Greg Estey (total is now up to roughly \$790). Not designated yet.

Other Administrative Issues:

NancyL wanted to thank Cindy Health, NancyN, and the rest of the space committee for their work on the PRML basement configuration.

NancyL also wished to acknowledge that she felt bad about not getting the PRML basement/architect issue resolved to a satisfactory conclusion.

NancyL also would like the directors to write a report on current hours they are open and what it would take to have two staff on hand for hours open.

Reports:

Library Directors reports discussed.

MOTION to approve: Anita; SECONDED: Emily; PASSED unanimously.

Treasurer's report: Mark still concerned about fuel expense line.

MOTION to accept: Emily; SECONDED: NancyL; PASSED unanimously.

Working Groups:

Financial—Discussion around safety and accountability for cash received by directors. FWG to look at other libraries and how they handle fines.

Human Resources—NancyL would like any suggestions from directors on benchmarking for staffing levels and hours of operation.

Facilities—Anita mentioned that it's time to do the "walk-about" at each library. Suzanne—Meriden; Anita—Philip Read.

Specific Items:

Post Office/ADA planning— Suzanne read email sent from Town Administrator Steve Halleran. Lengthy discussion occurred. All agreed looks feasible but need more details. Mark mentioned sending a letter of support to Steve and KUA stating we are interested but need more details. MOTION to draft letter to Steve and KUA supporting concept but needing more details: Suzanne; SECONDED: Mark; PASSED unanimously.

Suzanne will draft letter, as well as call Rod Wendt and Judy Hallam with updates.

Surveys:

Youth Survey was presented and discussed.

MOTION to approve with amendment to include bus stops at each library: Anita; SECONDED: Mark; PASSED unanimously.

Strategic Survey:

Bev Widger updated board. Plan to have draft of final survey to trustees before June meeting for discussion and possible approval at said meeting.

Automation

Mark reported on meeting with NancyL, NancyN, Mary, Sarah Gillens and him to discuss ongoing issues with automation at PRML and moving forward. Discussion. Result: completing automation at PRML is top priority of the board.

PRML Basement Study

Further discussion needed. June agenda item.

Other Business:

June agenda items—By-Laws; Friends Policy.

A request by Nancy Norwalk to move into non-public session was discussed per RSA 91-A:3(c): *(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.*

MOTION to approve: Mark; SECONDED: Anita; VOTE: NancyL-Yes; Emily-Yes; Suzanne-Y; Mark-Yes; Anita-Y.

9:20pm— MOTION to adjourn regular meeting: Suzanne; SECONDED: Mark; PASSED unanimously.

Meeting adjourned.

Next Meeting: June 8; Philip Read Memorial Library; 6:45pm—PRML Basement walk through; 7:15pm—Regular Meeting.

FINAL REPORT

Philip Read Memorial Library
Basement Task Force

April 6, 2015

**Philip Read Memorial Library Basement Task Force
EXECUTIVE SUMMARY, April 6, 2015**

Charge

- Look at floor plans in terms of staffing requirement options
- 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

Benchmarking Observations – Children’s Junior & Teen Services Benchmarking Assessment

- With the exception of Plainfield & Canaan, all libraries have staff hours dedicated to youth services.
- With the exception of Windsor & Plainfield, all libraries have at least two staff on duty at all times during public hours.
- Youth services supervision practices vary depending on library design and staffing levels.

Benchmarking Observations – 2013 NH & VT State Library Data Sets

- Plainfield libraries have the lowest staffing levels among benchmarked communities with comparable population.
- Print materials budget & circulation for Plainfield libraries are among the top 10 in communities with similar population statewide (35 libraries with population 2,063-2,986).

Square Footage Measurements Observations

- Adequate space to increase Junior/Teen services aligns with industry trends and NH State Library Strategic Plan (special activities, diverse collection, maker space/creative space, media lab, reading nooks, collaborative study areas).
- Maxfield Parrish Reading Room combined with Biography/Non-Fiction Room is too large for separated Junior/Teen area, and individual rooms are too small to accommodate combined Junior/Teen area.
- Inadvisable to combine age groups into one space – social needs/space use differs for two age groups.
- For Junior/Teen area to be located on first floor, Youth Staff/Librarian would need to be stationed on first floor with main desk staff to provide youth focused research assistance, event management, and supervision, leaving downstairs area largely unstaffed.

Scenarios

#	Description	Staffing Cost	Timeline
1	Implement Architects Weller & Michal (2001) floor plan for Junior/Teen/Special Collections	\$12,740 Youth Services/Custodial	2015 construction 2016 staffing
2	Move Junior & Teen rooms to Maxfield Parrish Reading Room and/or Biography/Non-Fiction Room & Adult Non-Fiction & Biography downstairs	\$12,740 Youth Services/Custodial	2015 construction 2016 staffing

Recommendations (2015)

- Determine preferred scenario for completion of basement
- Continue communication with Friends and accept funding to (in suggested priority order):
 - install wood flooring based on revised estimates
 - complete shelving in Special Collections area; install humidity monitoring device
 - complete shelving in current Junior area
- Conduct youth survey at Plainfield School, Estabrook School and with home school population (June)
- Incorporate questions relative to adult preferences for space use in Strategic Plan questionnaire

Further Discussion (2015)

- Determine Junior Collection weeding timeline based on Collection Development Policy
- Research circulation desk models – check out only at main desk or at both levels?
- If staffing recommendations are approved, develop job description for Youth Services staff/librarian
- Evaluate feasibility of including meeting room flooring costs in town budget

**Philip Read Memorial Library Basement Task Force
FINAL REPORT, April 6, 2015**

Members:

Nancy Liston, Trustee, Nancy Norwalk, Library Director, Diane Rogers, Plainfield Library Friends Group, Cindy Heath, Library Volunteer

Benchmarking:

A. Children’s Junior & Teen Services Benchmarking Assessment*

Library	Junior Area Location (Grades 3-8)	Supervision	Children’s Librarian (per week)	Paid Staff Coverage	Comments
Newport	First Floor	Visible from circulation	40 hours	Two staff on duty at all times	
Meriden	Basement	User driven supervision	No	One staff on duty at selected times	All youth services in basement
Windsor	Basement	User driven supervision	24 hours mixed duties	One staff on duty at selected times	YA area visible Children/Jr area not visible
Canaan	First Floor	User driven supervision	No	Two staff on duty at all times	<8 requires parent; 6 PT staff
Hartland	First Floor	Not visible from circulation desk	16 hours	Two or more staff on duty at all times	No permission for internet use; serves grades 1-8 in one space
Enfield	First Floor	Visible from circulation desk	15-16 hours	Two or more staff on duty at all times	
PRML	First Floor	User driven supervision	No	One staff only for 15 hours/week	Youth services on first floor
Other Libraries Benchmarked – Only One Floor					
Sunapee	Library has only one floor	Visible from front desk	32 hours	Two or more staff on duty at all times	Low book cases, all youth services in one area, creative space, brand new in 2015
Grantham	Library has only one floor	Visible from front desk	10 hours	Two staff on duty at all times	Junior collection is smaller; lpads/e readers for loan; parent req’d <13 years

***Note that all libraries have Directors and other staff – we focused on Youth Services.**

Benchmarking Observations – Section A

- With the exception of Plainfield & Canaan, all libraries have staff hours dedicated to youth services.
- With the exception of Windsor & Plainfield, all libraries have at least two staff on duty at all times during public hours.
- Youth services supervision practices vary depending on library design and staffing levels.

B. 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 from the NH State Library Statistics. Other towns represent benchmark communities selected by the Task Force for evaluating youth services.

LIBRARY	TOTAL PAID EMPLOYEES	TOTAL PRINT MATERIALS	PRINT MATERIALS BUDGET	CIRC.	HOURS OF SERVICE PER YEAR	TOTAL REVENUE	ANNUAL VISITS	TOTAL PROGRAMS
PRINT MATERIALS BENCHMARK, STATEWIDE								
PRML & MERIDEN COMBINED (2,364)	1.95	36,133	\$11,980	21,128	2,600	\$118,790	14,000	137
Colebrook (2,301)	4.43	34,100	\$13,720	19,520	1,425	\$126,440	11,650	123
Tuftonboro (2,387)	2.74	30,630	\$20,410	37,445	1,798	\$173,740	17,450	161
Warner (2,833)	2.76	26,930	\$13,160	32,400	1,612	\$197,890	17,430	161
UPPER VALLEY BENCHMARK COMMUNITIES								
Sunapee (3,365)	4.25	31,268	\$34,140	53,680	2,340	\$321,000	24,800	201
Newport (6,507)	4.63	40,957	\$16,489	29,130	2,340	\$645,620	n/a	401
Windsor (3,553)	2	20,177	\$10,312	17,854	2,236	\$100,340	15,600	206
Canaan (3,909)	1.95	26,632	\$20,000	31,855	1,612	\$137,560	14,250	68
Enfield (4,582)	3.98	33,742	\$20,010	22,523	1,716	\$157,700	16,800	197
Grantham (2,985)	2.45	22,475	\$17,772	53,132	1,754	\$172,720	30,320	102
Hartland (3,373)	2.275	25,604	\$10,700	27,247	1,924	\$122,740	24,280	252

Benchmarking Observations – Section B

- Plainfield libraries have the lowest staffing levels among benchmarked communities with comparable population.
- Print materials budget & circulation for Plainfield libraries are among the top 10 in communities with similar population statewide (35 libraries with population 2,063-2,986).

II. Existing Plans, Budget & Approvals Review

A. Existing Plans

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

B. Budget

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

C. Approvals

Plainfield Library Trustees and voters at Town meeting approval of existing plan in 2001

III. Trends in Rural Library Facility Design and Service

A. Industry Research

Standards for library services have not been established in New Hampshire. The following sources were found in an internet search, and offer selected measures for comparison to Plainfield Library services (data represents Meriden & PRML combined).

**Guidelines for Rural/Urban Public Library Systems, 2nd Edition, Administrators of Rural & Urban Libraries of Ontario, January 2012. Small Branches (1,000-5,000 Pop.)*

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

Measure	ARULO*	IMLS**	Plainfield Libraries
Median Service Population		2,244	2,364
Median Circulation		15,847	21,128
Median Revenue:		\$69,215	\$118,790
Median Total Staff		1.5	1.95
Median Programs		57	137
Standard Offerings	internet connectivity, website, social media presence, e-learning		No e-learning
Accessibility	ADA		Yes
Public Hours	20-25 hrs/week		42 hrs/week
Work Stations	1/1,300 Pop.		5 (PRML)
FTE	2.5		1.95
Training for Staff	library practices and library technology		Yes

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

- An informal community cultural center, community model for sustainable practice
- Transparency among spaces so patrons can be seen and more easily served
- Reading spaces interspersed within the various collections, flexibility to accommodate future needs
- Larger and more varied spaces for children and teens, community, meeting & activity rooms
- Daylight in all areas of the building, connections to outdoor space

IV. Phase I Recommendations (2015):

- Determine preferred scenario for completion of basement
- Continue communication with Friends and accept funding to (in suggested priority order):
 - install wood flooring based on revised estimates
 - complete shelving in Special Collections area; install humidity monitoring device
 - complete shelving in current Junior area
- Conduct youth survey at Plainfield School, Estabrook School and with home school population (June)
- Incorporate questions relative to adult preferences for space use in Strategic Plan questionnaire

V. Updated Cost Estimates

Item	Mark Overman	Helie*	LaValley's**
Mirage wood laminate floor		\$17,382	\$17,795
Ceramic tile		\$ 6,163	No quote
Vinyl tile		\$ 4,480	\$3,887
Shelving	\$20,000		
Furniture (donated)			

*Helie total for wood & vinyl = \$21,862 **LaValley's total for wood & vinyl = \$21,682

VI. Square Footage Measurements

Area	Shelf Capacity	Floor Space
Current Junior/Teen Room	375 sq ft	402 sq ft
New Junior/Teen Rooms	811 sq ft	438 sq ft
Maxfield Parrish Reading Room	248 sq ft	449 sq ft
Biography/Non-Fiction Room	679 sq ft	236 sq ft

Square Footage Measurements Observations

- a. Adequate space to increase Junior/Teen services aligns with industry trends (special activities, diverse collection, maker space/creative space, media lab, reading nooks, collaborative study areas)
- b. Maxfield Parrish Reading Room combined with Biography/Non-Fiction Room is too large for separated Junior/Teen area, and individual rooms are too small to accommodate combined Junior/Teen area
- c. Inadvisable to combine age groups into one space – social needs/space use for two age groups differs
- d. For Junior/Teen area to be located on first floor, Youth Staff/Librarian would need to be stationed on first floor with main desk staff to provide youth focused research assistance, event management, and supervision, leaving downstairs area largely unstaffed

VII. Further Discussion (2015):

- Determine Junior Collection weeding timeline based on Collection Development Policy
- Research circulation desk models – check out only at main desk or at both levels?
- If staffing recommendations are approved, develop job description for Youth Services staff/librarian
- Evaluate feasibility of including meeting room flooring costs in town budget

BASEMENT SCENARIOS:

Scenario I:

- Implement Architects Weller & Michal (2001) floor plan for Junior/Teen rooms & Special Collections
- Success depends on full coverage and a cross-trained youth services staff/librarian

Opportunities

- Professionally designed and analyzed (1997); plan well thought out and still relevant
- Approved by Selectboard, Trustees, and voters at Town Meeting
- Aligns with trends in youth library services (expand)
- Facilitates collaborative learning; designed to facilitate sight lines from circulation desk
- Allows for more seating, activities, media & creative spaces, reading cubbies, kits, 3D copier
- Community surveys in Norwich & Hanover supported technology but more books for children
- 100+% more space for Junior collection & activities
- Addition of Youth Services Staff/Librarian keeps pace with benchmark communities
- Substantial fundraising has taken place based on existing plan

Challenges

- Additional staff investment required
- Special Collections accessible to public will continue to require supervision

Furnishings

- Perimeter with moveable shelving added as needed, wall to wall flooring, 2 reading nooks, Lego area, collaborative study/activity table, comfortable chairs in teen room, circulation/staff desk, Special Collections work table/meeting space/reading area

Cost Estimates

Library Staff (\$10,870):

- Youth Services Staff/Librarian shared between Meriden and PRML & cross trained in all library services
- 15 hours needed to provide full coverage at PRML (two staff in library for all public hours)
- At PRML*:

Children's Librarian: 8 hours/week @ \$13.50/hour x 52 weeks = \$5,620

Aid: 3 hours/week @ \$10/hour x 52 weeks = \$1,560

Director: 4 hours/week @ \$17.75/hour x 52 weeks = \$3,690

**Hours may shift depending on coverage and scheduling needs*

Custodial Staff (\$1,870):

- 3 hrs/week @ \$12/hour x 52 weeks = \$1,870

Scenario II:

- Move Junior & Teen rooms to Maxfield Parrish Reading Room and/or Biography/Non-Fiction Room
- Move Adult Non-Fiction & Biography downstairs
- Success depends of full coverage (additional staffing), and Youth Services Staff stationed on first floor to provide youth focused research assistance, event management, and supervision
- Anecdotal feedback from adult patrons – reluctant to access collections downstairs

Opportunities

- Maintains all youth services on one floor

Challenges

- Adults have expressed both a preference for the adult collection to remain on the first floor, and to move
- Involves complete re-evaluation of entire library space plan
- Departure from professionally analyzed/designed space (1997 assessment, still largely relevant to today)
- Windows in current Junior area limit collection space, seating, activities, creative space, collaborative learning
- Concern with youth using old door access in current adult reading room
- Lack of sight lines into both rooms without dedicated staff
- Children’s librarian would need to be stationed on the first floor for supervision and interaction with youth patrons; leaves downstairs unsupervised (need to cover circulation desk on first floor with second staff person)
- Adult collection separated
- Reduced capacity for comfortable seating in Fiction area
- Concern with unsupervised adult computer use in downstairs area

Furnishings

- Lego area, collaborative study/activity table, comfortable chairs, circulation/staff desk

Cost Estimates

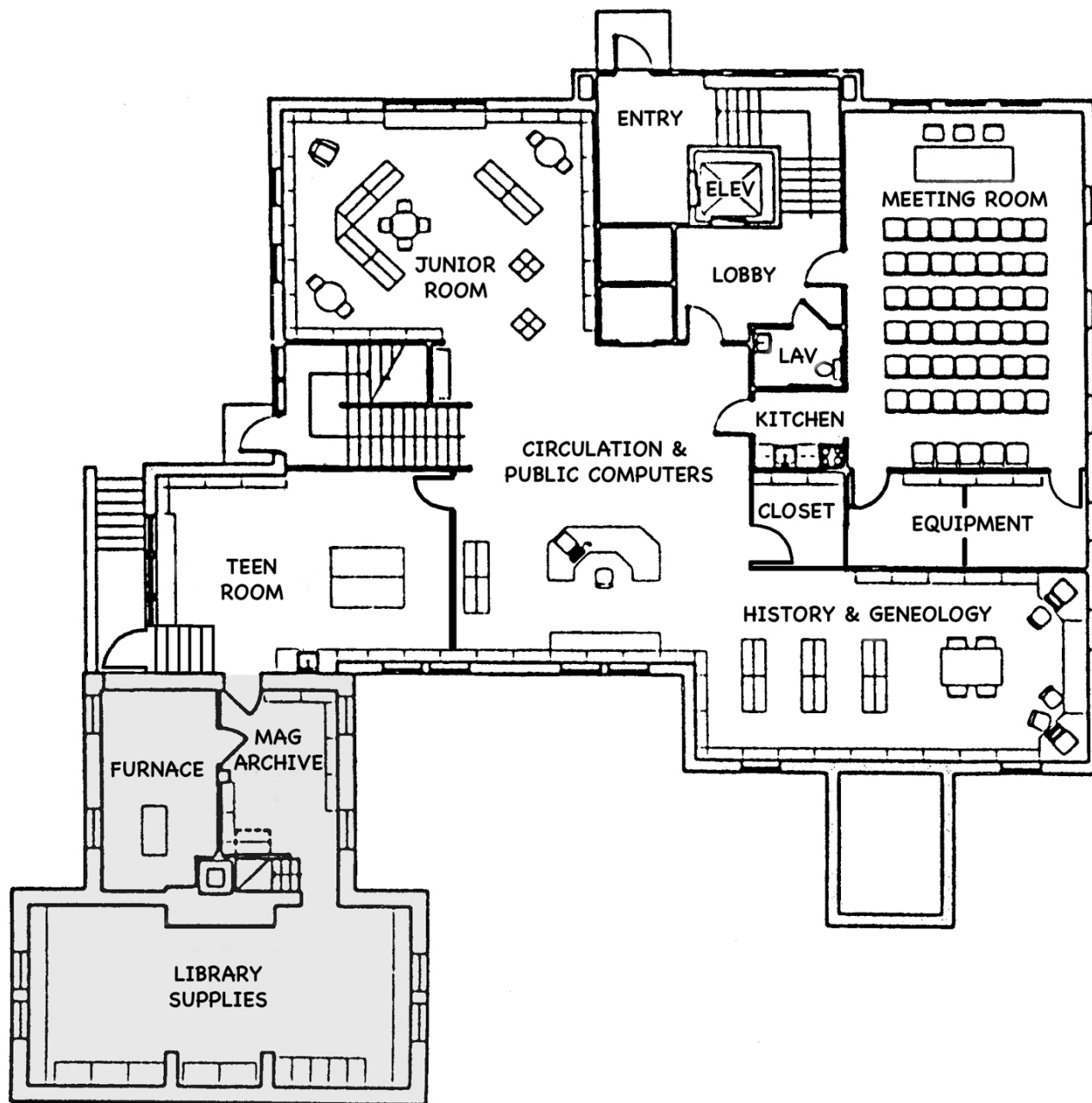
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Custodial Staff (\$1,870):

- 3 hrs/week @ \$12/hour x 52 weeks = \$1,870

Philip Read Memorial Library Space Plan



IMAGES FOR TEEN SPACE



IMAGES FOR JUNIOR SPACE



REPRESENTATIVE JOB DESCRIPTION - YOUTH SERVICES STAFF

Assistant I, Youth Services, Portsmouth Public Library

Job Title: Library Assistant I, Youth Services

Hours: 20 hours per week

Pay: \$14.26/hour

Library: Portsmouth Public Library, 175 Parrott Ave, Portsmouth, NH 03801

Job Description

The Portsmouth Public Library, in Portsmouth, NH, is looking to hire a 20 hour per week library assistant in the Youth Services department, with the possibility of expanding the position to full time in the future. This person will perform a wide range of departmental tasks and provide a wide range of library services to patrons primarily in the Youth Services area of the library, but elsewhere as needed or assigned.

The person we are seeking to find has many of the following attributes:

1. Strong interest in working with children and teens
2. Good rapport with all ages (0 to 99+)
3. Friendly, Smart, Quick learner, Curious
4. Cooperative, Maintains high standards
5. Generous, Respectful
6. Committed to ongoing professional development
7. Positive, professional attitude, Good listener
8. Self-starter, Energetic

Examples of Essential Job Functions

1. Utilize the library's integrated library system software, especially the circulation module, to answer patron questions, update records, place holds for items and more
2. Assist patrons with finding reading and other library materials. Make recommendations within the collection.
3. Assist patrons with using the library's online catalogs
4. Assist patrons with use of technology tools including public computers, self-check stations, printers, iPads and more.
5. Assist with collection maintenance including keeping collections and displays neat, clean and well organized.
6. Keep usage statistics on a daily basis
7. Assist with development of program ideas and program implementation
8. Serve at the library's Welcome Desk as assigned
9. Answer phone calls and respond to patron inquiries
10. Update records in the library's calendar and room management software, Event Keeper

Other Possible Job Functions

1. Contribute to the department's social media efforts
2. Update Youth Services web pages
3. Participate in library wide committees
4. Create timely material lists, maintain booklist files
5. Assist with coordination of exhibits in display cases
6. Maintain the Child & Family section of the library's community bulletin board
7. Create dynamic, interesting, eye-catching, timely displays
8. Teach computer classes
9. Lead book discussions

Required Knowledge, Skills and Capabilities

1. Proficiency using information technology in assigned functions, including
 - a. Proficiency with Microsoft Office Word, Excel and Publisher
 - b. Familiarity with website management and social media tools
 - c. Knowledge of Windows operating systems and basic information troubleshooting techniques
 - d. Familiarity with mobile devices such as smart phones, tablets and e-readers
2. Ability to provide assistance in locating relevant print, media and other materials to meet the intellectual, business, academic, cultural and entertainment needs of customers.
3. Knowledgeable about issues related to child development.
4. Strong personal example to provide a high level of service to customers.
5. Knowledgeable about issues related to child development.
6. Ability to establish and maintain effective working relationships and communications with customers, co-workers, employees in other municipal departments and City officials.
7. Demonstrated commitment to ongoing skills development and the judgment and public relations skills to deal appropriately with people.

Minimum Required Qualifications

Proficiency in many of the above listed required skills, and experience with some of the above listed tasks and functions at a library or other work setting. Candidate must possess a proven track record of providing excellent customer service. All levels of educational achievement are welcome.

Send application materials including a cover letter and resumé to jobs@cityofportsmouth.com. In your cover letter, review not just your skills and experience, but how you in particular stand out from the crowd and why you are seeking to work in the field of public librarianship, and children's librarianship in particular.

APPENDIX

PRML Basement Task Force Accomplishments

4.1.15 ACTION STEPS:

Status	Item
✓	Email flooring quotes to Task Force
	Contact Anita Brown re: adding survey questions to Strategic Plan survey

3.3.15 ACTION STEPS:

Status	Item
✓	Get final floor quotes from LaValley's, Helie
✓	Get samples of ceramic and vinyl tile
✓	Research homeschoolers & Estabrook School for youth survey interest
	Draft adult space use questions for inclusion in Strategic Plan survey
✓	Prepare final report draft for review
✓	Take measurements of downstairs Junior/Teen room, MPRR & Bio/NF rooms

2.24.15 ACTION STEPS:

Status	Item
✓	Get opinion on flooring options from LaValley's
✓	Update data set with #visitors from State data

2.13.15 ACTION STEPS:

Status	Item
✓	Contact David Grobe for humidity tester recommendation/price
✓	Discuss proposal for bookshelves and flooring for Special Collections w/Friends
✓	Get quote on table refinishing from Steve Peters
✓	Get list of homeschoolers from PS or NH Dept. of Ed for survey distribution; call Principal - 8 th grade class project to administer
✓	Check with other libraries on permission for youth to use internet

2.4.15 ACTION STEPS:

Status	Item
N/A	Investigate source, design & pricing for chairs; contact Phil Cronenwitt
✓	Contact Hypertherm for surplus furniture
	Find previous air quality test-D. Grobe
✓	Research laminated birch floor construction order – shelves first v. floor first
✓	Get updated cost estimate for total flooring versus just Special Collections area
✓	Draft Youth Survey
✓	Prepare 2.19 Trustee Report

1.28.15 ACTION STEPS

Status	Item
✓	Ask Friends about Phasing Plan for shelves & related cost
✓	Research cost of refinishing wooden table versus purchasing new
N/A	Research purchasing 8 chairs plus 2 comfortable chairs for Special Collections Room
N/A	Present proposal for funding of refinishing & chairs to Trustees
✓	Look at NH State Library data on collection, circulation, visitation, staffing, programs, and electronic resources
✓	Ask Friends about overall plan for basement furnishings
✓	Benchmark area libraries with 2 levels or junior/children's room re: staffing coverage
✓	Send space plan information to Task Force
✓	Evaluate need for humidity control in Special Collections with knowledgeable contractor

PRML Basement Task Force Meetings Notes

4.1.15 Meeting Notes (Conference Call)

1. Reviewed final report, refined recommendations

3.30.15 Meeting Notes

1. Orientation on draft report for Emily Sands

3.25.15 Meeting Notes:

1. Floor and shelving measurements taken to assess collection & space comparisons

3.3.15 Meeting Notes:

1. Wall to wall flooring in basement agreed upon, Mirage brand wood laminate or comparable to be quoted
2. Refined Scenarios 2 & 3
3. Evaluated scenarios, #1 generally agreed upon if Trustees ask for recommendation
4. Reviewed previous meeting action steps

2.24.15 Meeting Notes

1. The group reflected on the presentation to the Trustees (positive) and reviewed area library benchmarking information.
2. Full staff coverage and Children's Librarian will be recommended in all scenarios presented to the Trustees. Decided against further benchmarking. Computers and YA areas generally had supervision/visibility from circulation desk among benchmarked libraries.
3. Flooring options were discussed. Two opinions (shelf contractor, Helie's, LaValleys) re: wall to wall vs. abutting shelves to floor re: expansion/contraction issue.
4. Scenario I was thoroughly reviewed and agreed upon.

2.18.15 Meeting Notes

1. Friends in favor of funding completion following Trustees approval of final plan
2. Floor contractors recommend against splitting floor project – lack of consistency in wood coloring, tripping hazard
3. Important to get 3 quotes of wood oak laminate by Mirage (same as upstairs)
4. Maxfield Parrish Reading Room funded as a reading room
5. Junior collection continue to be upgraded to match core collection standards (currently using core standards)

2.13.15 Meeting Notes

1. The group reflected on the presentation to the Trustees (positive) and reviewed area library benchmarking information.
2. Full staff coverage and Children's Librarian will be recommended in all scenarios presented to the Trustees. Decided against further benchmarking. Computers and YA areas generally had supervision/visibility from circulation desk among benchmarked libraries.
3. Flooring options were discussed. Two opinions (shelf contractor, Helie's, LaValley's) re: wall to wall vs. abutting shelves to floor re: expansion/contraction issue.
4. Scenario I was thoroughly reviewed and agreed upon.

2.4.15 Meeting Notes

1. Discussed humidity control concerns for Special Collections; cases will be locked
2. Agreed on layout and furnishings for Special Collections room
3. Bookcases cost: \$10,400 (Special Collections only); \$5K dedicated to shelving from Friends
4. \$6K additional in Friends account beyond dedicated funds
5. Juniors defined as 3rd-8th grade
6. Agreed on youth survey through Plainfield Schools
7. Biography & Non-Fiction would need to be split if moved downstairs
8. 1997 Building Program report provided by Nancy Norwalk

1.28.15 Meeting Notes

1. The group reviewed Nancy Norwalk's report to the Trustees & the current basement plan with the intent of gaining consensus on each item and discovering where more information is needed to reach consensus. It was agreed that meeting notes will capture consensus agreements and relevant discussion.
2. The schedule was clarified: Draft report to the Trustees on February 19. It was agreed that we may need more than 2 meetings to accomplish the final document.
3. We reached consensus on the following points:
 - Shelving: Break this project into phases. Phase I: complete the Special Collections area. Phase II: Junior Room. Install the shelves first, floor to follow. The reason for this is that space underneath the shelves is created to allow for expansion and contraction of flooring.
4. Staffing coverage as it currently stands calls for 15 additional hours/week to provide a second staff person to assist patrons using the basement as needed. Research on area libraries to be conducted to assist in evaluating staffing needs for PRML.