

Plainfield Public Libraries Board of Trustees

May 13, 2013

7:00pm – Meriden Library

Meriden Library featured

DRAFT

Attending: Anita Brown, Mark Pensgen, Suzanne Spencer, Nancy Liston, Mary King (Director of Meriden Library); Absent: Hillary Sundell (traveling)

Members of the Public: Rod Wendt

- A. Call to order & approval of agenda– 7:04 pm
- B. ADA compliance – Rod Wendt shared a letter from the Disabilities Rights Center stating that if the Meriden Library installed a ramp, it “may not force the library to fix the other accessibility issues.” However, this is not absolutely certain. Rod said he believed that the risk of going forward and building a ramp is low and it could be a temporary low cost solution. The board agreed that a larger decision about long-term compliance issues needs to go before a town committee that will map out the library system vision. Mary suggested that since the Town of Plainfield is at risk for an ADA lawsuit, we should have the town seek its own legal counsel. The board agreed to take this to the town.
- C. Announcement of non-public session. 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 body or agency itself, unless such person requests an open meeting.
- D. Discussion about Working Groups
 - Financial – Hillary and Mark
 - Policies – Hillary and Nancy
 - Technology – Mark and Nancy
 - Marketing – Suzanne and Hillary
 - Facilities - Anita
 - HR - Suzanne and Anita

Other Responsibilities

- Nancy Liston trustee liaison to building committee for PRML
 - Anita Trustee Liaison to PRML friends group
 - Suzanne Trustee Liaison to Meriden Library friends group
- E. NHLTA 2013 – Not attending (FULL)
 - F. April 8 Minutes approved with corrections.

- G. Correspondence – none to report.
- H. Financial Report – accepted as read. Anita will look into fuel contracts. Mark opened an account for Meriden for fines, fees, etc. at Claremont Savings Bank. PRML has a similar account at Mascoma Savings Bank. Mark said he needs to go through the signature file to make sure they are updated.
- I. Director’s report – accepted as read.
- J. Specific items:
 - a. We discussed adding a desk to accommodate more computer terminals.
 - b. Mary discussed staffing needs.
 - c. Mary will be taking a vacation June 29 – July 6. She will be taking August 11 – 16.
 - d. Mary asked the committee to consider using a corporate Amazon credit card as it offers free books and rewards in Amazon money. The board was in agreement that each library could have its own credit card, and that both directors should bring their preference of cards to the next joint meeting. One credit card that could be used to cover everything.
 - e. Discussed changes in facilities – bookshelves, computer desk.
- K. Motion made and seconded to go into Non-public session. 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 body or agency itself, unless such person requests an open meeting.
- L. Motion made and seconded to go into public session.
- M. Motion made and seconded that the minutes from the Non-public session would be sealed: Anita—yes; Mark—yes, Nancy L—yes; Suzanne—yes.
- N. MOTION – to adjourn moved and seconded. The motion was unanimous and carried.

Adjournment at 9:23pm

Attachments;

- Meriden Director’s Report (3)
- Meriden Financials (1)

Meriden Library
Director's Report
April 2013

Statistics Attached.

Programs

Our afternoon games program for adults met once in April with just 3 adults and 4 children attending.

We held a school vacation program for children on Thursday, April 18. 10 children attended.

The program that we held cooperatively with PRML and the Meriden Bird Club at the Singing Hills Conference Center was very well attended. Kevin Gardner presented his program, "Discovering New England Stone Walls". 90 adults attended.

Activities

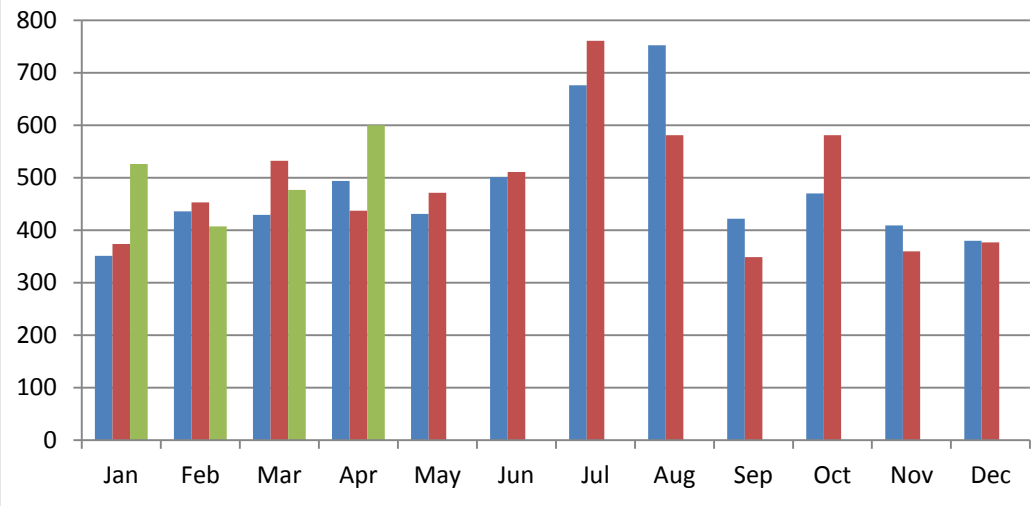
I submitted the NH Public Annual Library report to the State Library on 4/16/13.

Automation

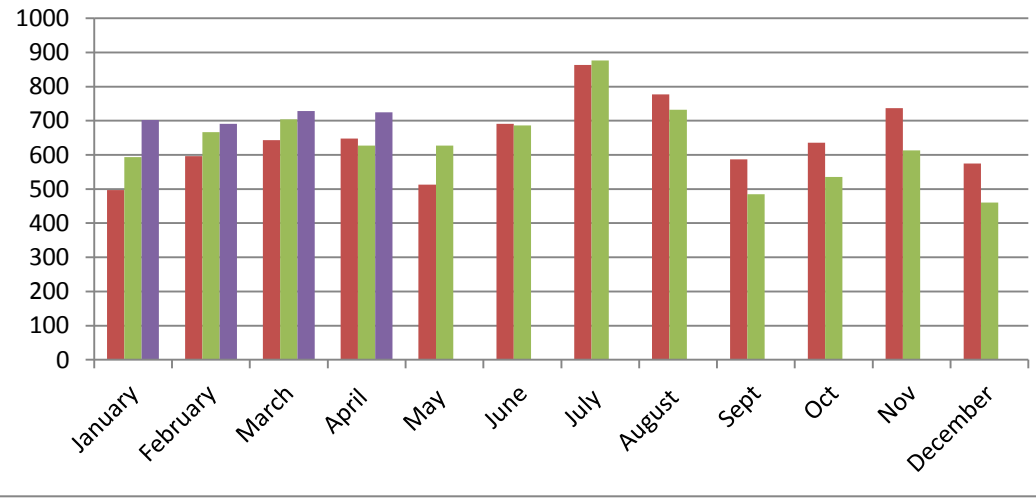
557 items were cataloged this month. The total of items cataloged in Evergreen as of 4/30/13:
6117

Meriden Library 2010 - 2012

Visits



Circulation



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

	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Town Appropriation	11,524.34	44,569.00	-33,044.66	25.9%
Town Approp - FICA	654.08	2,249.00	-1,594.92	29.1%
Trust Funds	0.00	850.00	-850.00	0.0%
Gifts	2,290.00	50.00	2,240.00	4,580.0%
Book Fines/Copier	0.00	0.00	0.00	0.0%
Interest Income				
Interest - Savings	5.59	10.00	-4.41	55.9%
Total Interest Income	5.86	10.00	-4.14	58.6%
Misc Income	0.00	300.00	-300.00	0.0%
Total Income	14,474.28	48,028.00	-33,553.72	30.1%
Expense				
Salaries	8,524.34	29,404.00	-20,879.66	29.0%
FICA	654.08	2,249.00	-1,594.92	29.1%
Sick Pay	0.00	285.00	-285.00	0.0%
Library Materials				
Audio/Visual	344.30	1,100.00	-755.70	31.3%
Books & magazines	1,580.19	4,400.00	-2,819.81	35.9%
Total Library Materials	1,924.49	5,500.00	-3,575.51	35.0%
Telephone	214.83	540.00	-325.17	39.8%
Electricity	774.12	1,200.00	-425.88	64.5%
Fuel	1,423.10	2,500.00	-1,076.90	56.9%
Water/Sewer	100.00	500.01	-400.01	20.0%
Supplies	231.03	800.00	-568.97	28.9%
Postage	0.00	250.00	-250.00	0.0%
Professional Activities	55.00	450.00	-395.00	12.2%
Programs	182.93	400.00	-217.07	45.7%
Furniture/Equipment	0.00	100.00	-100.00	0.0%
Maintenance	500.00	1,600.00	-1,100.00	31.3%
Automation	0.00	800.00	-800.00	0.0%
Computer	131.74	1,350.00	-1,218.26	9.8%
Misc Expense	10.00	100.00	-90.00	10.0%
Total Expense	14,725.66	48,028.01	-33,302.35	30.7%
Net Ordinary Income	-251.38	-0.01	-251.37	2,513,800.0%
Net Income	-9,101.42	-0.01	-9,101.41	91,014,200.0%