

BOARD OF TRUSTEES

PLAINFIELD PUBLIC LIBRARIES

JUNE 10, 2013; 7:00PM

Both Libraries Featured – Meriden Library

DRAFT

Attending: Anita Brown, Hillary Sundell, Nancy Liston, Nancy Norwalk (Director of Philip Read Memorial Library), Mary King (Director of Meriden Library)

Absent: Mark Pensgen, traveling; Suzanne Spencer, family emergency

No members of the public

- A. Call to Order – 7:15pm
- B. Roll Call, approval of agenda (comments positive on new style/format)
- C. Announcement of Non-public session announcement; 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.*
- D. Approval of Reports;
 1. Financial; both reports received, Nancy N. made the point that the trust fund was not being listed on both reports. Both directors noted the importance of having this line item noted. Nancy N. to discuss with Mark some other small items on the financials.

MOTION – made and seconded to accept Treasurer’s Report. The motion was unanimous and carried.

- E. Directors Reports;
 1. Meriden Library; No questions
 2. Philip Read Memorial Library;
 - a. Discussion on the broken lock on back door, Nancy N. did mention to Steve Hallerin when he was at the library about upcoming need for funds.
 - b. Discussion on dead modem, has been replaced.
 - c. Automation; Nancy L. to get together with Mark and go over the list that Nancy N. sent to Mark and Pam containing the books that did not show up on Howe Library’s list. Nancy N. to be included on get together with Mark & Nancy L. Nancy N. stated that about 1/3 of the recent pull of books are not showing up as being in Howe Library system, possibly due to large print books, more westerns or more fiction. Newer editions/different illustrators make a difference as well.

Nancy L. would like to try to take one book from PRML that is not recognized by Howe and try it at Meriden. Discussion on possible differences in training; no difference, software differences? Yes, at the beginning, but now are the same. Possible to have Mark, Nancy L., Nancy N. and Mary all in one “room” until we get done with Automation.

Mary’s vacation dates – June 29, 2013 to July 8, 2013 and then August 8, 2013 to August 19, 2013.

Make note that PRML has progressed on automation even though there was a 2 month hiatus.

MOTION – made and seconded to accept the directors' reports. The motion was unanimous and carried.

- F. Programming on e-book capabilities available; Discussion on program run by Bobbi Slossar for staff; is it possible to have her run a program for the public? Discussion on passwords, both libraries have info cards that are displayed throughout the facilities.
- G. Working Groups;
 - 1. Human Resources; Suzanne & Anita met, see attachment.
 - 2. Technology (Nancy L. and Mark to get together), Facilities (Anita will try to get around before July), Policies (Nancy L. & Hillary done traveling & will get together)
 - 3. First read of Credit Card Policy – done by all, Hillary to retype and bring to next meeting after forwarding to BOT.
- H. Discussion of vision for library system
 - 1. Nancy N. & Hillary did not receive the “Final Draft” report from the ADA committee and will read as soon as they can.
 - 2. Mary was asked about her feelings on the final draft outcome of the ADA committee’s report. Discussion on the initial charge given to the committee and the final draft.
 - 3. The BOT needs to come up with a vision for the future of the library system, regardless of a possible community building (Select board).
 - 4. Discussion on Valley News Article- Does everyone want to go? Registration opens June 16, 2013. Hillary to copy and sent out to board. Mary, Nancy L and Nancy N are interested in attending.
 - 5. Everyone should be thinking about the future “Vision” “Timelines” – please send thoughts to Anita who will keep a list.
 - i. Strategic planning – both Nancy L. and Mary have info on strategic planning to hopefully bring to board to share for August meeting!
- I. **SCHEDULE CHANGE** – Possible – August 19 instead of August 12. Anita to send to Mark & Suzanne

Other Discussion; Nancy N. mentioned that one employee still is not receiving correct pay for her hours. Also, the staff salary letters need to be sent (Anita). Both directors asked for a copy of the appropriation schedule for the year. Anita will contact Mark on these items.

Hillary to send around May 13, 2013 minutes.

MOTION – to enter Non-public Session made and seconded.

- A. Specific Statutory reason cited as foundation for the nonpublic 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 public body itself, unless such person requests an open meeting.*

Vote as follows: Anita Brown – Yes

Hillary Sundell- Yes

Nancy Liston – Yes

The MOTION was unanimous and carried – 8:56pm

MOTION – It was moved and seconded to return from non-public session per RSA 91-A3: II.

The vote was as follows: Anita Brown – Yes

Hillary Sundell- Yes

Nancy Liston – Yes

The MOTION was unanimous and carried.

MOTION – to seal non-public minutes per RSA 91-A: 3 III – *Minutes of meetings in non-public session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic 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 person other than a member of the public body itself, or render the proposed action ineffective....*

The vote was as follows: Anita Brown – Yes

Hillary Sundell- Yes

Nancy Liston – Yes

The MOTION was unanimous and carried.

MOTION - moved and seconded to adjourn, the motion was unanimous and carried.

Adjournment at 9:15pm

Next Regular Meetings: Monday, July 1, 2013; PRML

Monday, July 8, 2013; Meriden

Monday, August 19, 2013 – Still to be determined.

Attachments; Financials – 2

Directors; Meriden - 3, Philip Read Memorial Library – 3

Credit Card Policy – 1st draft

Valley News Article – 1

Human Resources Group Report

hs

DIRECTOR'S REPORT
PHILIP READ MEMORIAL LIBRARY
June 2013
Activities and Statistics for May 2013

1. Programming: The two author readings held in May were very successful. Both were great speakers. I have already booked two more local authors for next month.

2. Maintenance: The lock on the parking lot door is broken. The door cannot be unlocked; therefore, it is propped open for patrons to enter. I called the locksmith. A part inside the lock is broken and cannot be repaired. He is getting a quote for replacement. I have already alerted Steve Halleran that we may be asking for money from the Library Repair Fund.

One of the computer modems/switches is fried, which left two of the computers unable to connect to the Internet. Des is on this, however. He worked all week to get this problem solved and everything is running again.

Both of these issues happened on the same day. It was quite an interesting and hectic Monday.

3. Automation: Pam Smith came down from Howe Library to give staff and volunteers some additional training. We have resumed entering items into the Evergreen system, although we are only entering books found in the Howe catalog. This is moving us along; however, it is also slowing us down, as books not found in the Howe catalog will have to be catalogued later and touched again. This will take longer. I have not heard of any progress on finding the solution to the duplicate records. The fiction room is finished, excepted for large print. The volunteer started on the large print, but gave up for now, as the Howe catalog didn't have the first 10 books.

4. Beaupre Community Service Day: A group from the elementary school came and trimmed the bushes and cut out the dead brush along the driveway. It looks nice.

5. Vacation: I will be on vacation the week of July 29.

6. Miscellaneous: There was one holiday in May and one day without power or phone.

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	6,500.00	28,780.00	-22,280.00
Appropriation-Salary	14,065.90	34,993.00	-20,927.10
FICA	794.65	2,677.00	-1,882.35
Total Town Appropriation	21,360.55	66,450.00	-45,089.45
Trust Fund Income	1,000.00	2,400.00	-1,400.00
Fines	312.32	50.00	262.32
Gifts	100.00	100.00	0.00
Grants	600.00		
Misc Income	97.00	300.00	-203.00
Total Income	23,469.87	69,300.00	-45,830.13
Expense			
Payroll			
Salaries	14,065.90	35,993.00	-21,927.10
FICA	794.65	2,677.00	-1,882.35
Total Payroll	14,860.55	38,670.00	-23,809.45
Library Materials			
Books and Magazines	3,422.65	8,000.00	-4,577.35
Audio Visual Materials	394.20	1,200.00	-805.80
Library Materials - Other	9.95		
Total Library Materials	3,826.80	9,200.00	-5,373.20
Catalog Services/Automation	902.86	1,500.00	-597.14
Supplies	178.88	1,500.00	-1,321.12
Postage	83.29	250.00	-166.71
Programs	333.30	600.00	-266.70
Professional Activities	62.44	450.00	-387.56
Oil	5,127.38	6,400.00	-1,272.62
Electricity	1,274.57	2,900.00	-1,625.43
Telephone	417.12	1,080.00	-662.88
Water	98.50	300.00	-201.50
Maintenance			
Maintenance-General Expenses	1,216.31	3,000.00	-1,783.69
Elevator	555.42	1,700.00	-1,144.58
Maintenance - Other	10.00		
Total Maintenance	1,781.73	4,700.00	-2,918.27

10:52 AM

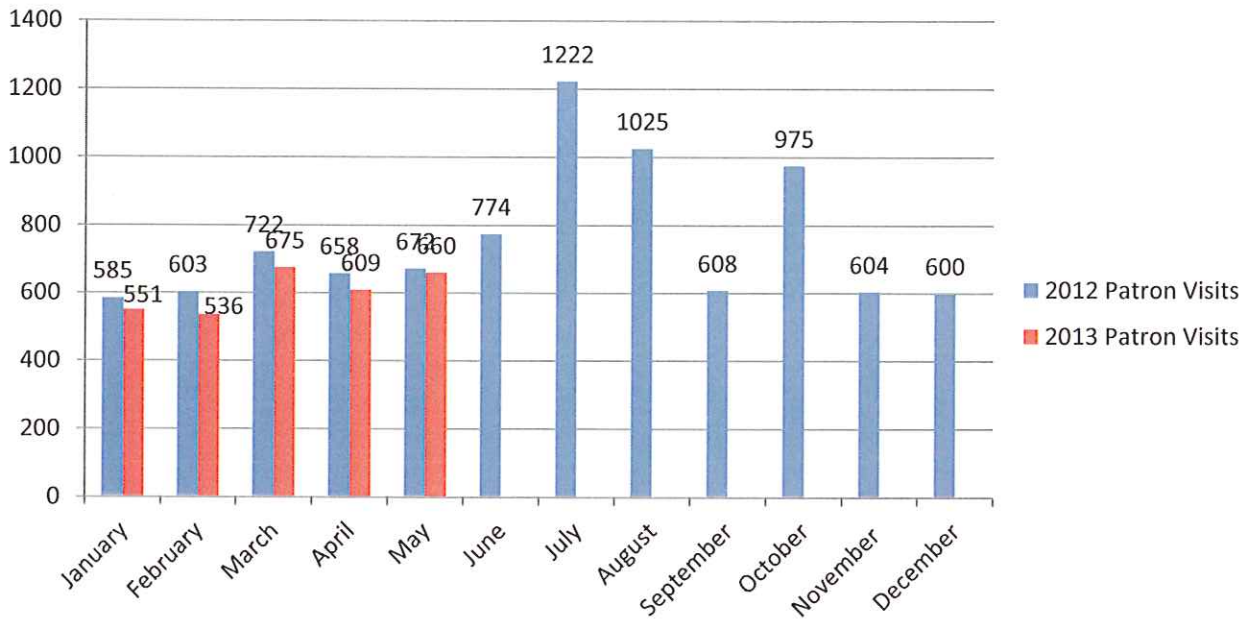
06/07/13

Accrual Basis

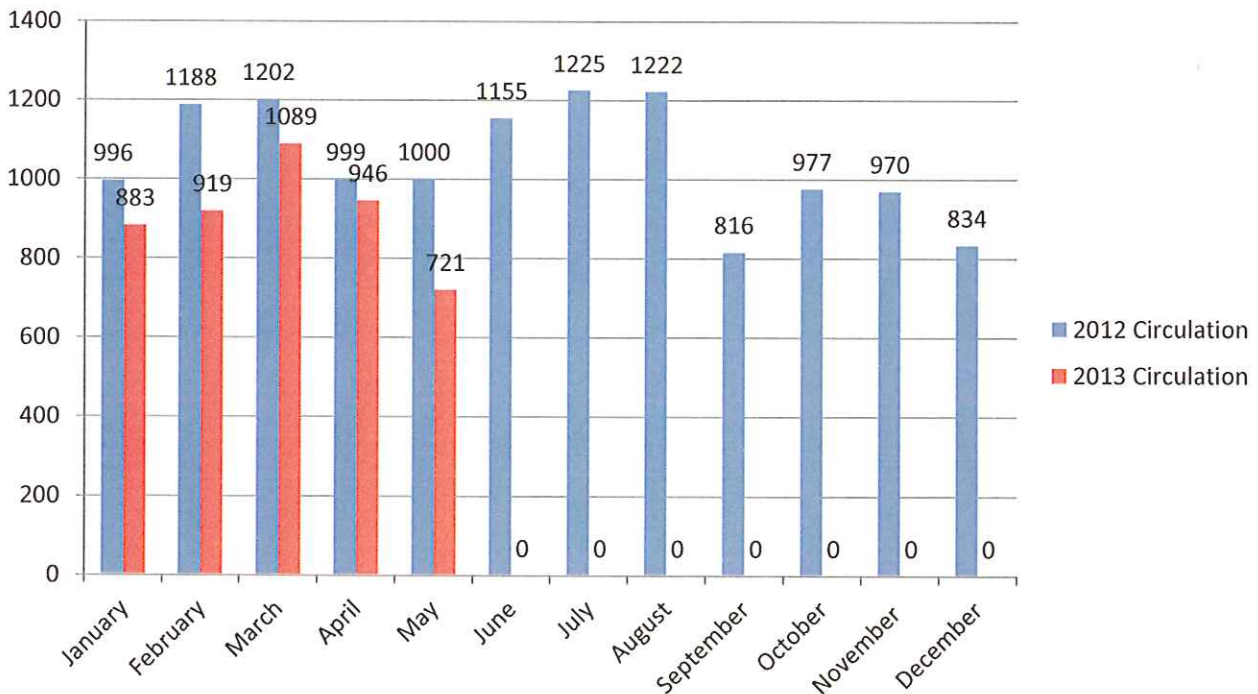
Philip Read Memorial Library
Treasurer's Report
January through December 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Furnishings and Equipment	0.00	200.00	-200.00
Computer Hardware and Software	1,029.97	1,450.00	-420.03
Miscellaneous Expense	0.00	100.00	-100.00
Total Expense	<u>29,977.39</u>	<u>69,300.00</u>	<u>-39,322.61</u>
Net Ordinary Income	-6,507.52	0.00	-6,507.52
Other Income/Expense			
Other Income			
Building Fund Gifts	48,446.74	90,052.00	-41,605.26
Total Other Income	<u>48,446.74</u>	<u>90,052.00</u>	<u>-41,605.26</u>
Other Expense			
Building Fund Expense	48,446.74		
Total Other Expense	<u>48,446.74</u>		
Net Other Income	<u>0.00</u>	<u>90,052.00</u>	<u>-90,052.00</u>
Net Income	<u><u>-6,507.52</u></u>	<u><u>90,052.00</u></u>	<u><u>-96,559.52</u></u>

Philip Read Memorial Library Patron Visits



Philip Read Memorial Library Circulation



Meriden Library
Director's Report
May 2013

Statistics Attached.

Closed Monday, May 27—Memorial Day

Programs

The Friends of the Meriden Library held another successful plant sale on Saturday, May 11.

Seven students from the Plainfield Elementary School came to the library for Beaupre Community Service Day. They helped rearrange books and accomplished a great deal of work in the short time they were here.

Activities

I attended a Librarians of the Upper Valley Coop meeting on Monday, May 20 in Wilmot, NH. There was a presentation by the NH State Librarian, Michael York, on capital fundraising.

Automation

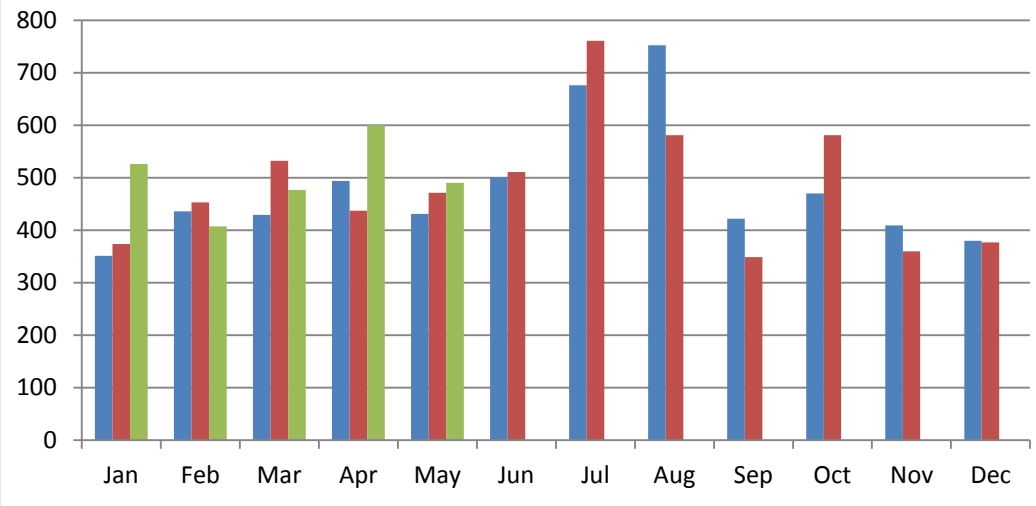
494 items were cataloged this month. The total number of items cataloged in Evergreen as of 5/31/13: 6552

Facility

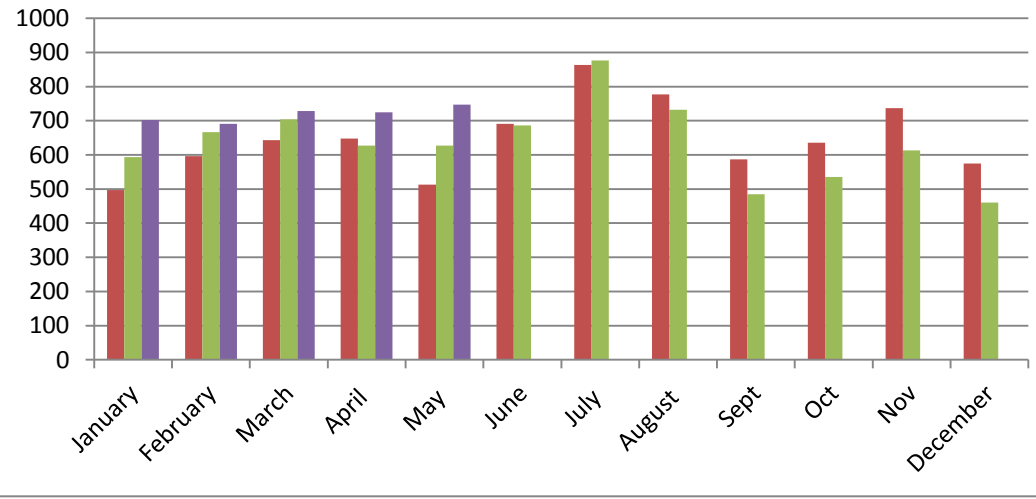
Thom Lappin installed the new patron computer desk. Joanna Sharf began the upstairs electrical work to install outlets and CAT5 wiring for the computers. There is still work to be completed for the circulation desk and downstairs outlets.

Meriden Library 2010 - 2012

Visits



Circulation



10:39 AM

06/07/13

Accrual Basis

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	14,484.65	44,569.00	-30,084.35	32.5%
Town Approp - FICA	878.55	2,249.00	-1,370.45	39.1%
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	95.40	0.00	95.40	100.0%
Interest Income				
Interest - Savings	7.31	10.00	-2.69	73.1%
Total Interest Income	7.64	10.00	-2.36	76.4%
Misc Income	36.00	300.00	-264.00	12.0%
Total Income	17,808.89	48,028.00	-30,219.11	37.1%
Expense				
Salaries	11,484.65	29,404.00	-17,919.35	39.1%
FICA	878.55	2,249.00	-1,370.45	39.1%
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	2,028.38	4,400.00	-2,371.62	46.1%
Total Library Materials	2,372.68	5,500.00	-3,127.32	43.1%
Telephone	214.83	540.00	-325.17	39.8%
Electricity	929.92	1,200.00	-270.08	77.5%
Fuel	1,423.10	2,500.00	-1,076.90	56.9%
Water/Sewer	100.00	500.01	-400.01	20.0%
Supplies	257.02	800.00	-542.98	32.1%
Postage	0.00	250.00	-250.00	0.0%
Professional Activities	55.00	450.00	-395.00	12.2%
Programs	282.93	400.00	-117.07	70.7%
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	18,640.42	48,028.01	-29,387.59	38.8%
Net Ordinary Income	-831.53	-0.01	-831.52	8,315,300.0%
Net Income	-9,937.51	-0.01	-9,937.50	99,375,100.0%

Human Resources Working Group Report
June 7, 2013

Suzanne Spencer and Anita Brown met on Monday, May 20.

1. Anita to send Library Director's evaluation/Staff Version to Suzanne, Mary and Nancy.
2. Anita to check with Town on policy regarding Vacation left at end of calendar year.
3. Anita to email Library Director's evaluation/Trustee Version and Self-evaluation to Mary and Nancy for comments.
4. Suzanne to ask Mary and Nancy for potential staff evaluations (Staff self-evaluation and Library Director's evaluation of employees).
5. Suzanne to prepare a preliminary schedule for performance evaluations of library directors and staff employees (January 1-March 1).

Next possible HR Working Group meeting to touch base on progress: 6:30pm, Monday, June 10.

Plainfield Public Libraries Credit Card Policy

1st Draft

6/9/2013

The purpose of the credit card policy of the Plainfield Public Libraries is to facilitate purchases for the libraries, while maintaining accountability. The policy provides a system of internal controls to ensure that the libraries comply with all applicable laws and financial regulations.

1. The Plainfield Public Library board treasurer will be responsible for the issuance, accounting, monitoring, retrieval, and general oversight of compliance with the credit card policy. The limit on the Library credit card is \$5,000.00.
2. The credit card will be used by the directors, and board treasurer for the purchase of goods or services for the official business of the PPL. The directors using a library credit card must reconcile and submit documentation to the board treasurer detailing the goods or services purchased, cost, date of purchase, and the official business statement in a timely manner. The library trustee treasurer will be responsible for paying the bills and will be a joint party on the credit cards. Usage is limited to purchases and does not allow cash advances.
3. Any holder of a PPL credit card is responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if the card is lost or stolen. They shall also notify the PPL trustee treasurer.

4. The Directors must immediately surrender the card upon leaving the employ of the PPL. The board treasurer must surrender the card at the end of his / her tenure as treasurer.

5. The PPL board will use disciplinary measures consistent with the current law for unauthorized use.

6. The balance due on the credit card account will be paid within 30 days of the statement date.

7. Any benefits derived from the use of the credit card will be the property of the PPL.

6/14/2013

emailed board 6/7/13

REGIONAL NEWS

Library Receives Access Training Award

BRADFORD — Bradford Public Library, the first library chartered by a Vermont town, was among three sites in New England recently chosen to host a field-based training to improve accessibility under the Americans with Disabilities Act.

The New England ADA Center and the Vermont Center for Independent Living will provide the training, set for July 16.

“Small town libraries across the state are finding creative solutions to update their programs and buildings, and we are thrilled for this chance to work with library directors Debra Tinkham and Gail LaVaude to bring this historically significant building up to current standards for accessibility,” said Sarah Launderville, the center’s executive director.

Librarians and municipal ADA coordinators from other towns are also encouraged to attend.

Built in 1865, the library was designed by Vermont architect Lambert Packard, who also designed the Fairbanks Museum in St. Johnsbury.

The brick and stone library building features a polygonal north apse, projecting gable dormers, a two-story octagonal tower, circular corner tourelles and stone and terra-cotta embellishments.

Registration opens June 16. To register, contact the New England ADA Center at 1-800-949-4232 or www.newenglandada.org.

Applicants for next year’s award cycle should contact Kim Brittenham at Vermont Center for Independent Living.

— *Staff report*

