

Plainfield Public Libraries
August 10, 2015
Minutes

DRAFT

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

Members of the Public Present: Bev Widger, Clint Swift, Bonnie Swift, Andrea Keen, Rod Wendt, Brad Thompson, Jeanne Thompson

Suzanne called the meeting to order at 7:20pm and made mention that there was no scheduled non-public session at this time. She asked if tonight's agenda was approved. All agreed.

Public Comment:

Andrea Keen thanked the trustees for all the hard work they have been doing. Rod Wendt added his thanks as well.

Approval of Minutes of Previous Meeting:

Suzanne asked if any comments on the July minutes. There were none.

MOTION to approve: Emily; SECONDED: Mark; PASSED. Two abstentions: Nancy Liston and Anita Brown (not in attendance at July meeting).

Correspondence:

Suzanne reported that we had two email queries, which she gave hard copies to the directors to place in the Correspondence binders at each library. Cindy Heath's email query asked if the working group meetings needed to be public. After consulting with the lawyer, Suzanne reported that the working group meetings should be publicly warned with 24 hours' notice and the trustees will comply going forward. Also, the meeting must occur in a public place.

Donations:

None

Other Administrative Issues:

Re-scheduling remainder of 2015 trustee meetings:

September 14 at PRML; 6:45pm, tour of basement; 7:15pm, begin regular meeting.

October 19 at ML; 7:00pm; joint meeting

November 9 at PRML; 7:15pm

November 16 at ML; 7:00pm; joint meeting

December 14 at ML; 7:00pm

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

Reorganization of trustee positions:

Due to personal family issues, Suzanne needs to step back as Chair. She will continue on as a board member. Anita will step in as Chair and Suzanne will move into Secretary position. MOTION to approve: NancyL; SECONDED: Mark; PASSED unanimously.

Reports:

Library Directors reports discussed.

--Suzanne congratulated Nancy N and the group of volunteers for the hard work in completing the automation of the PRML collection.

--NancyL requested that items added and items deleted from each library be on respective monthly Stats sheet. Mary and NancyN commented that the information is already supplied. Mark asked if the IT contractor was working well. Both directors agreed.

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

Treasurer's report:

--Minor items: salary correct through July; Elevator maintenance now under correct category.

--Mark reported that Meriden Library Association appropriation of funds is still in process. Two sets of funds, balances as of 06/30/15 are Putnam (\$17,430.03) and Oakmark (\$56,174.80). There is also one listed with Mascoma Savings Bank, amount \$458.00.

--NancyN asked about debit card for PRML. Mark waiting for meeting minutes where this request was stated and approved.

--Emily discussed Oil contracts. Irving currently at \$2.17/gal; Simple Energy, \$2.20/gal. However, Simple may match Irving as they would like to keep our business. Mark to average gallons over the last 3-5 years at both libraries to determine current contract.

--Emily brought up the fact that with large amount of monies coming in recently, we need to establish an Investment Policy. Mark and Emily will investigate.

MOTION to accept: Anita; SECONDED: Suzanne; PASSED unanimously.

Working Groups:

Policy—First read of Friends Policy and a Memorandum of Understanding between Friends and Library Trustees. After discussion, Emily will make changes and will send to each Friend president to review with memberships. NancyN to notify PRML Friends and Mary to notify ML Friends.

Other Business:

--NancyN requested a quote from Skyline for doors to the shelves behind the circulation desk. This would help in keeping the area looking more professional. The quote was for \$356.

MOTION to approve request: Anita; SECONDED: Mark; PASSED unanimously.

Surveys:

Strategic Survey:

Bev Widger updated board. Tentative final of survey discussed. Take out #18 on both surveys. Plan to approve at September meeting.

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

Adjourned at 8:59pm.

Meeting adjourned.

Next Meeting: September 14; Philip Read Memorial Library; 6:45pm—PRML Basement walk through; 7:15pm—Regular Meeting.