

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

September 16, 2013; 7:15pm; - Meriden Library featured

Draft

Attending: Mark Pengsen, Suzanne Spencer, Nancy Liston, Anita Brown, Hillary Sundell,  
Mary King

7:08 pm Call to Order – Trustees and Directors

7:09 pm Roll Call, approval of agenda

7:11 pm Public Comments

- A. 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.

7:14 Donations and Correspondence

- A. correspondence – the Meriden Library received a thank you letter from the Meriden Community Camp for use of the library over the summer.
- B. donations – the Meriden Library received a \$50 donation from a patron to the library general fund. It also received a projector from former resident. Mary discussed with the board policies about receiving gifts. The policy was last updated in 2010.

7:22 Work with Kimball Union Academy

Mary said she has been working with KUA librarian Marianna McKim to help give KUA students access to NH Downloadables. Students in Plainfield are eligible for a library card and can have access to the downloadables (good for one year). Marianna McKim will contribute \$100 from KUA. Mary offered to go to KUA to issue cards. Freshmen all have ipads and can all download the kindle app and can see the catalog online. Students can't leave campus without permission and would have to arrange transportation to visit the Meriden Library. Anita asked if this would affect our license. Mary said KUA can't call for support; the support would have to come from Meriden. Suzanne pointed out that the students are residing in Plainfield, and this is similar to Dartmouth Students who live in Hanover and get library cards from the Howe Library.

## 7:33 – Director’s Report

- A. Mary said she is already receiving positive comments about the new circulation desk. She is waiting for finishing work on a cabinet and shelves before she makes the final payment.
- B. Mary spent \$200 on computer support this summer and is happy with the results. Nancy Liston advocated for keeping some money in the budget for technical support. Mary reported no problems with Evergreen.
- C. Review of stats – Mary brought up the category of “new patrons.” She said she is confident that all new patrons are really new to the library, as she had switched all existing patrons to the new cards a while ago.
- D. Mary attended a program on disaster planning. She would like to develop a “pocket plan” she and the staff can use as a guide in case she or the staff need it.
- E. Mary said she is currently training a new substitute who can work during the day; Other subs work at PES during the day and can’t fill in. Mary is creating a manual checkout sheet she will share with Nancy Norwalk so that a sub not comfortable with the system can still check things out. Mary said she has 4 people cataloging. The staff, which includes Mary and 2 assistants, does all the shelving. Mary pays for subs.
- F. Mary said she wrote a letter of support to help the Grange to get money for repairs. With repairs, it might be possible for the library to one day be able to use the building.

## Other business

- A. Hillary is now on CSB account, so she can legally sign checks.
- B. Mark would like to set up overdraft protection, which would cost \$1 per draft. He made a motion for Hillary and himself to sign document authorize an overdraft. The motion was seconded by Nancy Liston. If we went with a Claremont Savings Bank credit card, Mary would have to apply for the credit card since she would be using it. A debit card as an adjunct to the existing account. Mary and Nancy could have the debit cards with the pin. The goal is to make this easier, if the debit card make it easier; we should go there.
- C. ADA – The committee suggested a ramp. We need to look into cost, multiple designs. For the next step in the process, Mark said the board needs to make a request of the town for what needs to happen, which would be to get plans and estimates. If we need more money from the taxpayers, we need to put it in the

budget. There is 20K in the building fund and ADA money at the town level. Anita said that we need to report back to the selectboard to endorse the proposal from the ADA committee and ask the town to commit funds for the initial design of the ramp. She noted that this is meant to be a first step of multiple steps, not an end in itself. Mark attended the ADA meeting, so he said he will go back to the Town Manager and seek guidance for what we need to do next. Anita and Nancy Liston agreed that we need to give it in writing.

8:35 – Suzanne made a motion to accept Mary King’s report. Nancy Liston seconded. The board voted to accept her report.

8:43 Hillary made motion to go into nonpublic session. Anita seconded. The board voted to go into nonpublic session.

9:29 Hillary made a motion to adjourn. Anita seconded. The board voted to adjourn.

Attachments:

Directors report (2)

Meriden Library  
Director's Report  
August 2013

Statistics Attached.

**Programs**

In addition to our on-going Story Time and book discussion program we held two special programs in August. On Monday, August 5, Cool Your Summer with Ice Cream and Good Books was sponsored by the Friends of the Meriden Library. The program served as a wrap-up to the children's summer reading program as well as an adult book discussion. All participants received free ice cream from the Good Humor truck. 80 individuals attended—40 adults and 40 children. Tuesday evening, August 20 we held an evening story time program with Plainfield Elementary School kindergarten teacher, "Mr. Woody", as a guest reader. 20 patrons attended--- 8 adults and 12 children.

**Activities**

I attended a Friends of the Meriden Library meeting on Monday, August 26. I am working with the Friends group to plan a New Hampshire Humanities Council program in October.

**Automation**

243 items were cataloged this month.

**Computers**

A new computer dedicated to circulation was set up and installed with a receipt printer and a bar code scanner. This allows staff to have a computer station that is always ready to serve patrons. Two other staff computers are available for cataloging and general work stations.

**Facility**

On Thursday, August 1, the new circulation desk was installed. A large bookshelf was moved to the desk area to serve as a staff shelf. All of the reconfiguration that has taken place over the past weeks has greatly improved the staff work area. Everyone is thrilled.

<b>Visits</b>													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December	Total
<b>Patron Visits</b>													
Adults	432	333	392	471	384	358	445	471					3286
Young Adults	6	10	14	14	4	23	55	58					184
Children	88	64	71	115	98	130	253	229					1048
<b>Total</b>	526	407	477	600	490	511	753	758	0	0	0	0	4522

<b>Circulation</b>													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
<b>Adults</b>													
Fiction													0
Non-Fiction													
<b>Children</b>													
Fiction													0
Non-Fiction													
Total Books	516	458	488	494	546	516	761	805					4584
DVD	60	61	85	76	52	72	96	125					627
Magazine	32	22	40	40	34	39	23	18					248
ILL incoming	24	26	30	32	31	29	35	31					238
Audio	20	33	26	28	27	23	62	42					261
NH Downloadable	50	58	59	55	57	66	59	51					455
<b>Total</b>	702	691	728	725	747	745	1036	1072	0	0	0	0	6446
Items Added	15	39	35	45	26	39	21	14					
Items Removed	49	6	162	19	184	72	126	0					
Volunteer Hours	13	24	16	28.5	42	16	21	8					168.5
New Patrons	14	12	16	7	11	6	14	11					91

<b>Programs</b>													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
<b>Story Time/Play G</b>	3	2	4	4	4	4	2	5					28
Child	10	3	11	17	16	15	31	51					154
Adult	5	2	8	9	10	8	15	28					85
<b>Book Groups</b>		1											
Tuesday	6	6		4	4	4	4	4					32
M/D	10			7									17
<b>Special Programs</b>	2	4	2	3		2	4	2					17
Children	5	14	14	24	16	31	56	52					212
Young Adult													0
Adult	74	19	11	100	14	15	49	48					330
<b>Genealogy</b>	2		4	3									9
Total Attendance	112	68	48	164	60	73	155	183					863
Total Programs	8	7	7	9	5	7	7	8					58