

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
September 9, 2013; 7:00 PM
Draft
Philip Read Memorial Library featured

Present: Nancy Liston, Hillary Sundell, Anita Brown, Suzanne Spencer, Mark Pensgen,
Nancy Norwalk (PRML)

Members of the Public: Dennis Girouard

7:09 pm Call to Order—Trustees & Director

7:10 pm Roll call, approval of agenda

7:10 pm Public Comments – no public comments

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.

7:11-7:15 pm Approval of minutes of previous meetings

- A. Board accepted the 8.28.2013 minutes with changes.
- B. Correspondence -no correspondence
- C. Donations – no donations

7:15-8:13 Reports

- A. Library Director - Nancy Norwalk said she and Mary met to discuss how they report statistics. They both discussed changing how they each track stats beginning January 2014 rather than now.
- B. Nancy Liston expressed concern about volunteers offering technology – whether it is appropriate or not. She emphasized that this is not a criticism of the great services the libraries have received from members of the community. She suggested that sometimes introducing new technology causes problems. Mary King is paying for new professional services for the first time. Nancy Norwalk said they needed a new switch, and Rob works with computers. Nancy Liston said we need to have people who have stayed on top of the latest trends, and that when we go live, we may want to have someone available if there is a problem. Hillary

said we are a small town and we may not be able to budget for someone on staff. Mark suggested it would be good for both libraries to have someone on call, not on staff. Hillary suggested we would benefit from better access to the web for posting minutes; when Mike Sutherland is out of town, things can't get posted. Mark suggested that he and Nancy Liston as part of the technology group look at these issues.

- C. Consolidating magazine purchases update – Mark said there would be a \$943.01 net cost for PRML. The service will match special offers and take on current subscriptions. These do not include gift subscriptions. Nancy Liston said in the training session that Evergreen will alert you when you are barcoding if there are missing issues. Mark said that with consolidation, he will receive one bill and write one check. Nancy Liston asked if we would have saved if we had combined Meriden's quote. Mark said we get a 5% discount as a new library, but there is no quantity discount. Nancy Norwalk asked if there was a fee; Mark said there is no added fee. Nancy Liston moved that we accept the service. Nancy Liston seconded. The board voted in favor unanimously.
- D. Nancy mentioned the need for volunteers for the book sale.
- E. Air conditioning at PRML: Nancy Norwalk said she has 3 separate quotes for heating three separate zones . There would be an AC unit attached to each furnace. They are quoting a central unit. Hillary suggested looking at the costs of going with the ac that uses the duct work vs. a mini-split like what Meriden uses, and the company that helped Meriden can look at PRML.
- F. Nancy Norwalk said that Mark Overman came to give a quote for a stand-up table for the computer card catalog. Anita asked if a card catalog stand would be needed downstairs. Nancy Norwalk said yes. Nancy Norwalk said she'd need another computer for the other catalog. Nancy Liston suggested we get a new computer so we can be sure that it works well for people using the catalog for the first time. Nancy Norwalk said an older, slower computer would slow down the whole network.
- G. Evergreen training today: Nancy Norwalk said the check-in and check-out process was simple, but holds can be more complicated. Nancy Liston suggested volunteers that filed cards could do the barcoding of periodicals; she said high school students did this for CRREL. Nancy Norwalk said PRML keeps periodicals for one year.
- H. Nancy Norwalk brought up the transition to automation. She said many libraries keep the shelf list for at least the short-term in case problems will turn up. Nancy Liston endorsed keeping the shelf list, as it can serve as a backup. Nancy Norwalk said it costs \$.10-.15 per title. Nancy Liston

suggested that we should not grow the shelf list and just keep the current shelf list until it is automated. Mark said a decision was made to not order new catalog cards; Nancy Liston said it's a separate set of staff-only cards. Nancy Liston said you can print a shelf list from Evergreen by any category you want. Nancy Norwalk said most libraries keep the shelf list; Nancy Liston disagreed. Anita suggested that at least until the automation is complete we should keep a shelf list. Nancy Liston is opposed to making new cards for new entries; she said we can go into Evergreen to get that information. Nancy Norwalk said we need the shelf list in case a book is entered incorrectly. We can order just the shelf list card. Nancy Liston moved that we close the shelf list at this point but hold onto the current card shelf list until we feel that the automation is complete. Seconded by Mark. All voted in favor.

8:13 – 8:25 Other Business

- A. Anita suggested that from October –December we meet as joint groups, as we have a lot to do, and budgets will involve both directors.
- B. Hillary and Nancy Liston went over the policy readings. The credit card policy passed; Mark said he has not gotten cards yet. Mark asked Nancy Norwalk what her preference is. Nancy Norwalk said she didn't have a preference; she just wanted it to be a regular card that she can use anywhere.

8:25 Go into Nonpublic session.

8:55 Nancy Liston moved to adjourn.

8:56 Meeting adjourned.

Attachments:

Directors Report (2)

DIRECTOR'S REPORT
PHILIP READ MEMORIAL LIBRARY
September 2013
Activities for August 2013

1. Programming: The Summer Reading Program is finished. There was good participation with 31 children officially signed up. It was a very busy summer. The book discussion group is on the upswing. Book discussion groups tend to go up and down. In the spring there was a smaller group and it has now increased to 13 with many new faces. Most of our summer programming was in July.

Here's the August attendance:

"Plainfield Puffer" story time/crafts - 10

Book discussion - 8

Momentum Theater performance - 20

*In addition 84 people attended the two children's plays

2. Automation: Six of us (staff and volunteers) attended some additional training at Howe Library for the cataloging process. Volunteers are continuing their steady progress.

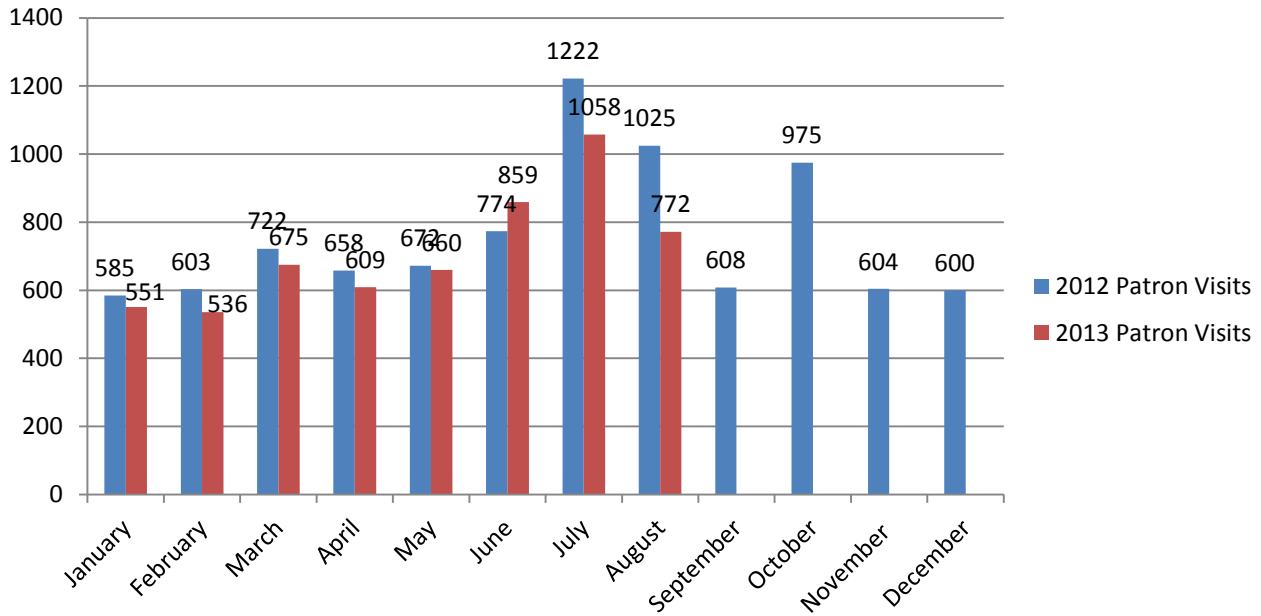
3. Participation in Film Project: The library was included in the film project that Will Sheff (former resident and leader of the Okkervil River Band)) is doing, along with the Plainfield School, KUA, the town hall, other locations in town and the area. The child actors were very good and natural, shooting scenes of entering the library, sitting on the floor reading books, etc. It will be fun to see the finished project. See the August 24 article in the *Valley News*.

4. Computers: Rob Drye has donated a 24-switch device for our computers and Des has installed it. This should be enough to cover both the upstairs and downstairs. We haven't had any more "crashes" since it was installed.

5. Air Conditioning: M.J. Hayward has visited and sent a quote. ARC Mechanical is coming next week.

6. Statistics: Mary and I met to begin revising the monthly statistic report. There are questions and more discussions to be had.

Philip Read Memorial Library Patron Visits



Philip Read Memorial Library Circulation

