

Plainfield Library Board of Trustees
Draft Minutes of January 10, 2022
In-person and Zoom meeting at PRML

Present: Jen Lenz (JL), Judy Ptak (JP) vice-chair, Jeanne Woodward-Poor (JW-P) chair, Rosemary Mills (RM), Adrienne Cedeno (AC), Mary King (MK) library director.

Public attendees included Terri Crane and Brad Atwater (BA), additional Zoom attendees.

Meeting called to order by JW-P at 6:30 pm.

Roll call of the Trustees was taken.

An agenda adjustment was made starting with the Building Committee update to accommodate BA; the agenda was moved, seconded and unanimously approved.

Building Committee: BA stated that things have progressed quickly: the foundation is backfilled, the interior is ready for slab insulation, the utilities are trenched and in place, the building is ready to be put to bed until construction on the shell begins. This allows time for ongoing design decision making, including a final review of the HVAC system by Lacey Engineering, proposing a change that will allow for increased efficiency at a slightly lower cost. JP asked about any special filtration accommodations that need to be made for Covid, BA stated that the system is current state of the art. JL spoke about doors, including crashbars and keypads, and windows which will be triple pane, tilt turn, with certain fixed panels. The design team is also discussing siding and roof colors.

No public comment was offered. There was no correspondence received.

Approval of the minutes of our December 13, 2021 meeting was motioned, seconded and voted unanimously.

The updated Internet Policy was discussed. Approval of the policy was motioned, seconded and unanimously approved.

MK discussed her wish list for both Friends groups. She met with the PRML Friends last week and they graciously agreed to fund the \$5,250 requested for the various fixed expenses and projects, including Hoopla, and additionally a new SmartTV with a soundbar for the meeting room. Larger projects such as landscaping, and creating a cooling space in the old part of the library were also discussed. The discussion briefly turned to replacing the furnace in that section of the building with heat pumps, which was tabled, requiring input from BA and the town. MK will attend the meeting of the FOML next week to discuss the wish list.

Director's Report: Funds have been set aside for the replacement of the 40 gallon hot water heater, which is rusting. The gingerbread house project was a great success, 126 kits were given out. Despite the rise in Covid cases, the state still requires us to meet in person, but it is not mandatory to post the Zoom link. MK and staff continue to wear medical grade masks in the library at the recommendation of Stephanie Schell. Background checks for staff and volunteers were discussed; they are paid for by the library (\$25.00 each), done by the NH Dept of Safety,

part of the state police. We did not receive an ARPA grant this round, they were all awarded to 46 larger libraries. JP mentioned a program called America's Star Libraries, which recognizes libraries based on criteria like spending and utilization. We also discussed challenged (banned) books, the existing policy is current as it was written in 2019. MK continues to research fines. JP mentioned employee sick time; JW-P and RM will review the Personnel Policy.

Financial Report: JL presented a summary of 2021 costs and projected 2022 expenditures. Approximately \$11,000.00 in unexpended funds will be returned to the town. No public comment was offered at the end of the meeting.

JW-P suggested we eliminate our February meeting, which was scheduled for Valentine's Day. The next meeting will continue our second Monday of the month schedule, **6:30pm on March 14, 2022 at PRML**