

Board of Trustees, Plainfield Town Libraries
Draft Minutes of January 14, 2019 Meeting
Meriden Library
7:00 p.m.
Draft Minutes

Present: Suzanne Spencer, Jean Strong, Nancy Liston,
Richard Atkinson, Richard Davidson

7:02 – Chair Suzanne Spencer called meeting to order. Nancy Liston moved to approve the agenda, Jean Strong seconded. Agenda approved unanimously.

Non-public session announcement (RAS 91-A:3) – (a)The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
(b)The hiring of any person as a public employee
(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.

Public Comment –
There was no public comment.

Meriden Library Warrant Article –
Suzanne invited Town Manager Stephen Halleran to present to the Board schedule and explanation on subject of Meriden Library building project. Steve reminded that budget hearings will take place 1/16/19 and 2/6/19 as precursor to inclusion in Town Report. Suzanne made a motion that the library board endorse the draft warrant article for the Meriden Library rebuilding project. Jean seconded. Unanimous approval.

Updated 2019 budget – Suzanne made a motion that the library board of trustees approve the updated budget for 2019. Nancy Liston seconded. Unanimous approval.

Administration –
1. Approval of 12/18/18 Library Board Meeting Minutes postponed to next meeting because one Board member had not received draft copy.
2. Correspondence – The board received a Right to Know Request from Bonnie Swift. The board responded to her request.
3. Plainfacts clarification: An article in Plainfacts on behalf of the Friends of PRML stated that their gave the library funds to cover half of the new library website. The correct information is that the Friends of PRML donation

covered one fourth. The board noted that it did not think the factual error made in the printed publication was made intentionally.

Reports –

Director's Report – Mary King presented summary of ML, PRML and Special Programs, and summary of activities and projects: adult fiction and reshelving complete, Regional Collection Development group meeting, installation at both PRML and ML of Evergreen system upgrade, review with Emily Sands of year-end closing of books, attendance at meetings of ML Building Committee and ML Foundation.

Treasurer's Report – presentation by Mary King of report developed by Emily Sands – Profit and Loss by class, net income negative numbers small - \$455.75 ML, \$879.34 PRM - encumbered for remaining building funds. There was no overspending in line item appropriations.

Mary King concluded her reports with rapt thanks to Emily Sands. The board concurred with its appreciation for Emily Sands' ongoing assistance with library bookkeeping and finance.

A letter to Emily expressing the Board's appreciation will be drafted by Richard Davidson and reviewed and signed by all members.

HR working group –

The board will do the director review and ideally finalize it during the next regular meeting. Mary King will do a job performance self-evaluation. A Director Review form will be emailed to the Board as part of annual Director evaluation.

Special Topic – Storage Shed Use

Ongoing discussion – potential liabilities/random book and materials drop-offs/historic premise of shed and need for Friends storage/ difficulty inherent in absence of MOU between Board and PRML Friends/town counsel recommendation that shed be donated to the PRML friends and removed from library property.

Richard Atkinson proposed Board member or members get together with Friends to sort out complexity of this matter, and, with input from Director Mary King, propose resolution. Suzanne moved, Nancy Liston seconded that subcommittee of the Board (Richard Atkinson, Richard Davidson) meet with members of PRML Friends group to discuss this issue and propose steps to resolution. Unanimous approval. Any subcommittee meetings are public meetings and must be properly warned. Minutes must be made available within 5 business days of the meeting.

Public Comment –

Nancy Norwalk apologized for and will correct the previously noted error of \$2000 in Friends report in Plainfacts.

Query *in re* source of \$44,000 _____; note of trustee contribution

of \$14,500.

Adjournment –7:58 pm. Motion by Suzanne, 2nd Nancy Liston,
to adjourn. Unanimous approval.

Plainfield Board of Trustees

Monday, February 11, 2019

7 pm, PRML

Draft Minutes

Present: Suzanne Spencer, Nancy Liston, Jean Strong, Richard Atkinson,
Richard Davidson; Mary King, Director

7:03 pm - Meeting called to order. Chr. Suzanne Spencer moved to approve agenda with addition of Selectman Ron Eberhart to join the discussions about the shed if he wanted. Nancy Liston, 2nd. Approval unanimous.

Nonpublic session announcement (RSA 91-A:3) – (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

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Public Comment – Nancy Norwalk noted some concerns over the amended proposed for the materials policy.

Administration –

a. Board Meeting Minutes of 12/17/18 and 1/14/19 were reviewed; Suzanne moved, Jean Strong 2nd to approve 12/17/18 Minutes with the following corrections and additions: the spelling of Helen Koehler’s last name corrected. Also added the detail that because the shed under discussion was donated in 2010 and was valued at less than 5K then (there was no public hearing to accept the donation required if it was valued at 5K or more), that with depreciation the shed may be worth 1K in 2019.

SS, JS, RA, RD voted aye, NL abstained because of having been unable to attend December meeting. SS moved, JS 2nd to approve 1/14/19 Minutes. Unanimous approval: SS,JS,NL,RA,RD.

b. Correspondence – no correspondence

c. Budget Hearing responses/comments – in response to a comment at the second hearing, Suzanne noted that the Board has made every

effort to treat both PRML and Meriden Library equally in every way possible. Each library has the same number of hours, staffing levels and materials budgets. The Board wants both libraries to thrive.

Reports –

a. Director’s Report – Suzanne noted excellent circulation numbers at PRML Mary King described great turn-out to recent Cookbook Book Group. Downloadables up 400 in first month.

Goal for web page to be up is April 1. Doorlock/keyless entry established.

b. Treasurer’s Report – forthcoming.

Working Groups/Special Projects –

a. Policy working group–

Special Collections Policy – 1st reading

SS made a motion to approve the first reading of the Special Collections Policy. NL Seconded. All voted in favor.

Suzanne made a motion to waive a reading of the Amended Collection, Selection, and Retention Policy. JS seconded.

NL felt that the changes were extensive enough that she wanted to read the policy out loud.

Suzanne moved, Jean 2nd to approve the Collection, Selection, and Retention Policy as amended. Unanimous approval.

b. Shed subcommittee – The Board discussed the committee’s recommendations:

Rec #1: The town record is clear that the town of Plainfield owns the shed. If there are issues imposed on staff of the libraries regarding use of the shed, they should be put in writing and presented to the Board.

The director felt that it was unreasonable for the staff to have to put in writing problems with the shed. Having the book shed on library property necessarily puts a burden on staff and requires staff time at taxpayer expense.

Rec #3 (taken out of order at trustee request): to investigate setting up semi-annual meetings between a sub-committee of the Board, representatives of the Friends of ML and the director for purpose of discussing mutual objectives and issues that may arise.

Board response: This is a solution in search of a

problem. There have been and are no significant boundary issues or problems between director or trustees and FOML. The trustees follow American Library Association's best practice guidelines, as do director and FOML, which eliminates problems.

Rec #2: Set up semi-annual meetings between a sub-committee of the Board, representatives of the PRML Friends and library director for the purpose of discussing mutual objectives and issues that may arise.

The director felt that the board-approved MOU solves these problems. The board noted that the PRML Friends do not follow ALA guidelines for Friends groups, which has led to many of the boundary issues. There are ample 'best practice' guidelines and recommendations for library friends groups on NH Library Trustee and ALA websites, including MOUs that are identical to the one the board approved and has in place with FOML.

Rec #4: Formally recognize contributions made to the libraries by both friends groups.

The board feels that it does recognize the contributions of both friends groups.

At conclusion of discussion, SS moved, NL 2nd that on the advice of town counsel, storage shed be offered to PRML Friends, to be removed from PRML property. NL 2nd. Affirmative: SS, NL, JS. Negative: RA, RD. Motion passed.

8:03 – Suzanne made motion to enter nonpublic session under RSA 91-A:3 © 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. Mary King consented to nonpublic session.

Nancy Liston 2nd. Roll call vote:

Nancy Liston – yes
Richard Davidson – yes
Suzanne Spencer – yes
Jean Strong – yes
Richard Atkinson – yes

Nonpublic Session

9:23 Return to public session. Suzanne made motion to enter public session. Nancy Liston seconded. All voted in favor.

Suzanne made motion to seal nonpublic minutes. Nancy Liston seconded. Roll call vote:

Nancy Liston – yes
Richard Davidson – yes
Suzanne Spencer – yes
Jean Strong – yes
Richard Atkinson – yes

Suzanne made motion to approve Mary King’s Performance Review. NL 2nd. All voted in favor.

9:33 Suzanne made motion to adjourn. Nancy Liston 2nd. All voted in favor. Meeting adjourned.

Respectfully submitted,

Richard Davidson, Secretary

Plainfield Library Board of Trustees

Wednesday February 20, 2019
Meriden Town Hall

Present: Richard Davidson, Nancy Liston, Suzanne Spencer

Absent: Richard Atkinson, Jean Strong

Draft minutes

12:31 Suzanne made a motion to approve the draft agenda. Dick Davidson seconded. All voted in favor.

Non-public session announcement (RSA 91-A:3) – (a)The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1)has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

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Suzanne made a motion to rescind the previous vote to donate the shed to the Friends of the Philip Read Memorial Library and table the issue to future meeting to allow for more legal research. Dick seconded. All voted in favor.

Public comment – Nancy Norwalk asked if the shed could be used by the friends until a decision was made. The board responded that it could not without a board vote.

12:34 Suzanne made a motion to adjourn. Nancy Liston seconded. All voted in favor.

**Plainfield Library Board of Trustees
Draft Minutes of April 8, 2019 Meeting**

Present: Nancy Liston, Chr; Richard Davidson, Jennifer Lenz,
Judy Ptak, Jeanne Woodward-Poor

7:00 Chair Nancy Liston called meeting to order, welcomed new members to the Board. Nancy moved to approve agenda; 2nd Richard Davidson. Approved 4-0 w one abstention.

Public Comment –

Nancy Norwalk, Chr. of PRML Friends, inquired about Friends' use of book shed.

Suzanne Spencer thanked all who ran for trustee position in town election of Library Board.

Town Manager Stephen Halleran recommended to Library Trustees that the Board develop a position on the Meriden Library replacement project, and then, if appropriate, re-appoint a MLB Committee. He noted that without support of Library Trustees, the project cannot proceed.

Administration –

a. Comments by Chair Nancy Liston – Nancy welcomed new Board members, expressed thanks to Suzanne Spencer and Jean Strong for their years of service. She recommended Board members avail themselves of policies available in Town Office, and the facilities of Howe Library; she shared observations concerning Board/Friends of PRML, efforts to reach an MOU. Nancy announced she cannot serve as permanent Board Chair.

b. Approval of 12/18, 1/19 and 2/19 Minutes deferred to enable new members to have opportunity to read them.

c. Correspondence – none

d. Trustee Conference and Handbook – Nancy encouraged Board to attend May NHLA conference and workshops in Manchester, and to obtain NHLA Handbook.

e. Election of officers and committee assignments –

Chair – Richard Davidson elected by 4-0 vote (RD abstained).

Vice Chair – Nancy Liston nominated by Judy Ptak, Jennifer Lenz 2nd.
Unanimous approval.

Treasurer – Jennifer Lenz nominated by Nancy Liston, Judy Ptak 2nd.
Unanimous approval.

(Emily Sands, former Board member, again offered her assistance to the Board Treasurer. The Board is most grateful to Emily for her ongoing help in this important area of Board work.)

Secretary – JP nominated by NL, 2nd JW-P. Unanimous approval.

Meriden Friends Trustee Representative - JW-P nominated by NL, 2nd by JP. Unanimous approval.

Facilities Committee Liaisons chosen –
Meriden Library – Jeanne Woodward-Poor
Philip Read – Richard Davidson

Policy Committee – NL nominated by JL, 2nd JW-P. Unanimous approval. JP nominated by JL, 2nd JW-P. Unanimous approval.

Finance Committee – JL to serve as Treas., NL for Oversight.

Building Committee – Brad Atwater, Chr.

HR Committee – Board Chair RD (assigned position); JW-P nominated by NL, 2nd JP. Unanimous approval.

Representative to Art Committee – NL nominated JL as Trustee Rep., 2nd RD. Unanimous approval.

f. Schedule of 2019 Board Meetings: 2nd Mondays: 5/13PRML, 6/10ML, 7/8PRML,8/12ML, 9/9PRML, 10/7ML. Mtgs @ 6:30p.m.

Reports –

Director’s Report – Director Mary King unable to attend meeting, Printed reports submitted. (The Board expressed best wishes to Mary and family as they celebrate birth of new granddaughter.)

Facilities – Brad Atwater summarized ongoing projects, e.g. conversion from oil to propane, metrics in lighting levels, ongoing painting at both libraries, modification of chair rack to enable efficient storage under stairway in PRML, success of key and coded lock installations.

Treasurer’s Report – Emily Sands distributed ML and PRML spreadsheets, noting that in both libraries the figures are on budget.

Distribution of Materials *in re* ALA information and historical Plainfield Library Board Information.

Suzanne Spencer distributed materials containing information from ALA concerning recommended best practices between boards of trustees and friends groups, along with historical material concerning relationship between Board and PRML Friends Group: copies of correspondence between the two groups 2015-2016 containing record of Board efforts to solicit Friends' input *in re* MOU, and Friends' decision not to engage in discussion of statements reported in local news publications.

Working Groups/ Special Projects – 2nd reading of Special Collections Policy and update postponed until next Board meeting.

Public Comment – Mr. Dennis Girouard requested temporary permission for PRML Friends to use book shed for collection and storage of materials for annual PRML book sale. No formal motion followed from Board.

Motion to Adjourn – NL moved, RD 2nd to adjourn. Unanimous approval. Meeting adjourned 9:32 p.m.

Respectfully submitted,

Richard B. Davidson, Secretary

PLAINFIELD LIBRARY BOARD OF TRUSTEES

Draft Minutes of May 13, 2019 Meeting

Present: Jennifer Lenz, Jeanne Woodward-Poor, Richard Davidson, Nancy Liston, Judy Ptak

CALL TO ORDER: Meeting called to order at 6:30pm by Richard Davidson (RD).

APPROVAL OF AGENDA: RD moved to approve agenda, 2nd by Jennifer Lenz (JL). RD explained that the agenda was very full and if time became a factor the item to discuss the number of trustees and alternates could be postponed to a future meeting. The agenda was unanimously approved.

PUBLIC COMMENT: Nancy Norwalk asked if there would be a second reading of the Special Collections draft policy. She also had some questions about the Special Collection, Selection, and Retention Policy that had been reviewed and approved at the Feb. 2019 BOT meeting. She asked that the board review this policy again. Nancy Liston (NL) moved to amend the agenda to include a 2nd reading of the Special Collections policy, 2nd by JL, unanimously approved.

Dennis Girouard (DG) informed the board that he makes a recording of each meeting and that he can email a link to access the recording to the board members or others who would like to listen to the meeting.

ADMINISTRATION:

Approval of minutes - Minutes from the meetings of 12/18/2018, 1/19/2019 and 2/19/2019 need to be dealt with. There are only 2 members remaining on the board who were present at these meetings. RD explained that the Plainfield Town Administrator has advised him that the minutes do not need to be approved, they can be filed without board approval. NL moved to file the minutes as drafted, 2nd by Jeanne Woodward-Poor (JWP), unanimously approved.

Minutes of April 8, 2019 meeting - RD explained a point that needed correction. NL moved to approve the minutes as corrected, 2nd by JL, unanimously approved.

Correspondence - NL felt there were 2 pieces of correspondence from February that had not been dealt with. One piece was determined to be a request for minutes from the Outreach Committee and that this had been dealt with. NL & RD will do some research to try to determine what the other correspondence was. There is no new correspondence.

Donations - Mary King reported that 2 donations were received in March, \$75 from the Hanover Garden Club for the purchase of gardening books, 5 books have been purchased and a Thank You note has been sent and \$200 in memory of Mille Steele to be used for the Meriden Library Building Fund, the money has been deposited in the fund and a Thank You note has been sent.

Second reading of the Special Collections Policy. After some discussion it was decided to change it to Special Collection Policy (singular) and always capitalize Special Collection to help make it clear that there is only 1 special collection.

REPORTS

Director - MK demonstrated the new library website and explained how the consultant was paid, and that they will be continuing to work with the consultant for minimal monthly support to help with security and updates.

There is no final written report from the consultant who did work with the Special Collection.

Book weeding at the PRML has been completed and the staff is very pleased with the results. It has allowed for better shelving of books. PRML has about 20,000 books and the ML has 10,000 to 11,000 books.

Treasure's Report - JL explained that 50% of the cost of the new website was included under professional services this month, which will be funded from the libraries' fines accounts. Judy Ptak (JP) asked if there was a list of the checks that have been written and bills that are automatically paid. This has not been done in the past, it was decided that this will be provided.

Facilities - Brad Atwater (BA) reported that he has replaced the batteries for the emergency lighting, moved the drop book drop box to the side of the building so people can drive up and return books without getting of their car, altered the chair storage rack so it fits under the stairs. He also reported that an energy efficiency audit has been done for heating and lighting issues at the PRML. The final report has not yet been received. Some of the preliminary suggestions are to improve the insulation in the ceiling of the old part of the building and convert to LED lights. He also asked that we get clarification on who pays for what in maintenance and repairs. This will need to be clarified with Town Administration. NL asked BA to compile a "to do" list of things that need to be done on a regular schedule, by whom and how often.

SPECIAL TOPICS

Presentation by Meriden Library Foundation - Joe Crate, President of the Meriden Library Foundation gave a brief report. They are working to raise the money to replace the Meriden Library building and have a \$200,000 matching grant, they need to raise \$200,000 and this will be matched with \$200,000 from and individual. He asked the board to approve the continued work of the Meriden Library Building Committee. JWP motioned for the board to endorse the Meriden Library Building Committee to continue their study of the replacement of the Meriden Library building, 2nd by RD, passed by 4 to 1 vote.

Review of questions from the April 12 NHLTA orientation - The questions submitted by JL and JP were reviewed and answered.

PRML book storage shed and Friends annual book sale - RD briefly reviewed the history of the shed. After extensive discussion JP moved that the board allow the PRML Friends to use the shed for their 2019 autumn book sale, the 2 groups will evaluate the process, the proceeds will be used to support the PRML, 2nd by RD, unanimously approved.

PUBLIC COMMENT/QUESTIONS/DISCUSSION

DG requested that the Special Collection, Selection and Retention Policy be looked at again. Terri Crane asked if there will be a trustee on the Meriden Library Building Committee.

Motion to Adjourn - JWP motioned to adjourn, 2nd by NL, unanimously approved. Meeting adjourned at 10:03pm.

Respectfully submitted by

Judy Ptak
Secretary

Plainfield Library Board of Trustees
Draft Minutes of December 2, 2019
Held at Meriden Town Hall

Present: Richard Davidson, Judy Ptak, Jen Lenz, Rosemary Mills, Jeanne Woodward-Poor, Library Director Mary King

Call to Order at 6:30 by Richard Davidson (RD)

Judy Ptak (JP) moved to accept the agenda. Jen Lenz (JL) seconded, all voted in favor.

Public Comment: Dennis Girouard provided some history of the book shed.

November 4, 2019 minutes were reviewed and JL moved to accept them. JP seconded the motion. All were in favor.

Correspondence: Nancy Norwalk sent information about the shed history. She also requested a change of venue for the meeting that was honored. Bonnie Swift sent an email about the Little Free Libraries in Plainfield. A thank you note for the memorial bench from the Plummers was read.

Director Mary King gave her report. She reported on the programs being sponsored by gift from the PR Friends in honor of Nancy Liston. The first program is a papercrafting workshop that will happen in next week. Mary also mentioned that scheduling workshops over the winter is not easy. Some presenters are unwilling to schedule due to winter weather concerns. She will have more to report in January.

Treasurer Jen Lenz reported on the end-of-year spending and the final fund appropriation from the town. Jen, Mary and Emily Sands will meet soon to discuss the final appropriation amount. Jen explained that we have to spend what is in the budget or it goes back to the town. We haven't spent the furniture or equipment lines yet; they will be used to cover fuel and electricity first.

Brad Atwater reported on facilities and maintenance. There was a no heat day at PRML because the fuel ran out. We shouldn't see a charge for that service call utility because we are on auto delivery. The copper wires on Main St. in Plainfield are old and we are seeing lots of false alarms from the security system because of that. Brad gets the calls and needs to silence the alarm. That system may need updating. The lighting retrofit at PRML is dragging on because of a wrong part. The ceiling at the PRML (old building) was discussed. Brad got a real number for a quote to get the ceiling of the library attic insulated. The plan for this work should be in by the end of December, although the work won't be done in a month. Brad then went through a punch list of small jobs: all exterior paint has been prepped and painted, the shed trim has not been done, the sign at PRML still needs attention. Mary has received some options about the sign but no money quote. She will present them to the board.

There was nothing to report from the ML Building Committee. That committee did meet with the Selectboard in November, and they will meet with them again on Dec 10.

The Policy Committee met and updated the Use of Library by Children. JP asked that we look at the Behavior in the Library sheet that was attached to the policy. JL moved to approve the policy Use of Library by Children and JP seconded it. All were in favor.

Mary then discussed that she is continuing to research the Safety Policy. She cannot find any similar policy in any NH library. We wonder if we need this policy and, if not, how do we retire a policy.

The By-Laws were looked at in 2017 but we need to look at them to add a statement about reviewing policy every 5 years.

We discussed the use of the book shed by the Friends of the PRML. JL read the motion from the May 2017 meeting. JP moved that we allow the Friends of PRML to use the book shed. There was some discussion about whether we needed to review it every year. RD seconded this motion as written without a review every year. The vote was RD, JP, RM in favor. JL and JW-P opposed. Motion passed. The concern was not that we allow the Friends to use it, but that it be reviewed once a year.

Mary suggested this might be a good time to review the policy for the Friends groups since we are no longer following the part about having a MOU.

New Business

Mary reported that the townspeople will be made aware that the computers at the libraries can be used by people for the 2020 Census. Library staff will not be allowed to help people, but a census "trainer" might be available for a day to help people complete their census forms.

There was a question about what we do about a budget if the ML is closed while it is being rebuilt. We decided that we will just budget as if it were open all year as it is almost impossible to do anything else.

The goals each of us presented are: JP-provide more programming for adults in the community, RM- move forward with increasing communication between the Friends groups and the trustees, RD-be more helpful to the director and staff, JL- make the libraries greener, JW-P-build the new ML.

Rosemary handed out a sheet she from the workshop she and Judy went to. It delineates the roles and responsibilities of the trustees and the library director.

Dennis Girouard asked if the treasurer could use one budget line to cover a different need. It was thought we could but we would need to confirm with the town administrator.

Motion to adjourn 8:20 by JW-P, seconded by RM, all in favor.