1:35 Call to order. Mark made a motion to approve the agenda. Jean seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Suzanne Spencer – yes
Jean Strong – yes
Nancy Liston – yes

Announce: Non-public session announcement RSA 91-A:3, II, if necessary

(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.

Administration

Suzanne requested that the board make a motion that the PRML Friends provide a copy of their by-laws before they were amended this past summer. She said she has asked for them three separate times in three separate public meetings and had not received them. Emily asked Nancy Liston if she had a copy of the bylaws from her previous role as trustee liaison to the PRML friends. Nancy Liston said she didn’t have them. Mark suggested that as a nonprofit, the PRML friends bylaws may be required to be public document. Suzanne said that finding a copy of the original bylaws should not be a trustee responsibility.

Suzanne made a motion that the board make a formal request that the PRML friends provide a copy of their bylaws before they were amended this summer. Emily seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Suzanne Spencer – yes
Jean Strong – yes
Nancy Liston - yes

Emily asked that it be put in the minutes that she misspoke at the last public meeting when she stated that the MOU discussion had been going on for 18 or 19 months. The actual time frame had been about 14-15 months.

Emily gave Nancy Norwalk the choice of going into nonpublic session or keeping the discussion public for the next agenda item. Nancy Norwalk requested that it be public.

Emily said that the board has an agreement with Nancy Norwalk that limits employment after 12/31/2016. The agreement says that continued employment is at the discretion of the director. Emily said she has a letter from the current director who recommended that the position of associate director be discontinued after 12/31/2016. The letter notes that specific duties outlined in the associate director’s job description have been completed with the basement and that other duties can be reassigned to other employees, so the position is not required. Emily opened the issue to board discussion.

Mark said that due to the nature of the agreement, 12/31 is a significant date. Mark clarified if the board was meeting to decide on that recommendation.

Nancy Norwalk asked what would happen to the position and who would handle the special collections. Emily said that the position would go away. Nancy Norwalk asked if there would be another position to take care of the special collections. Emily said not necessarily; it would fall to the director to take on the project or delegate it as appropriate. Nancy Norwalk asked if that meant that her position entirely would be gone. Emily said that that was the recommendation.

Nancy Norwalk asked for reasons for the recommendation; she felt that the job has not been finished because there is still a special collection. Emily said that the director feels that cataloging can be handled by current employees. Mark said that special collection is part of the library collection, and it’s up to the director to manage it. There will always be work associated with the special collections.

Nancy Liston said that the collection is cataloged on paper. Mark said that the basement is fully functional and usable. There will always be change, but the initial push has ended.

Suzanne said that the agreement has an end date of 12/31. Emily said that the board’s decision is to renew or extend the contract or not.

Nancy Norwalk asked if she could apply for a position if one opened up. Emily said yes. Jean asked if Nancy Norwalk could have an advisory position. Emily said that possibly yes, but that the board is only responsible for employment of the director. Jean said this didn’t necessarily need to be a paid position.

Nancy Liston said that it’s up to the director to decide where to get advice from; it’s not the Trustees’ role to instruct the director as to where to get advice.
Nancy Norwalk asked for clarification that if Mary’s recommendation is accepted, she will be unemployed at the end of the month. Emily said no motion has been made, but if the board voted yes, then she would not be employed after the end of the month.

Emily made a motion to accept the director’s recommendation to discontinue the position of associate director as of 12/31/2016. Mark seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Suzanne Spencer – yes
Jean Strong – yes
Nancy Liston - yes

Nancy Norwalk requested a public hearing. Emily noted that this was a contract decision, not a firing, and asked attorney Barry Schuster for clarification as to how the board should proceed. Barry Schuster said that Nancy Nowalk would need to determine how she would like to proceed. Barry said he couldn’t provide any suggestions for what Nancy should do, as it was up to her.

Nancy Nowalk requested a copy of the director’s letter, and Emily provided it.

Suzanne amended her previous motion to request that the board receive the friends bylaws before they were amended this past summer by the following Friday. Emily Sands seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Suzanne Spencer – yes
Jean Strong – yes
Nancy Liston - yes

1:53 Mark Pensgen made a motion to adjourn. Emily seconded. All voted in favor.
Plainfield Public Libraries Board of Trustees HR Working Group

November 22, 2016

12 pm, Meriden Library

Present: Emily Sands, Suzanne Spencer, Mary King

12:00 call to order

The working group reviewed the personnel manual by NH Library Trustees Association. Suzanne will go through the template manual, comparing it the board’s manual adopted in 2012, to adopt appropriate changes. She does not expect to have it done by the Dec 12 meeting but can give an update.

Meeting adjourned at 12:38 pm.
Call to Order, Approval of Agenda. Suzanne made a motion to approve the agenda with public comments limited to the public comment section. Emily seconded. All voted in favor.

Announce: Non-public session announcement (RSA 91-A:3) if necessary: (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 (only comments pertaining to the MOU with PRML and/or Meriden Friends)

Cindy Heath noted that she sent a timeline about the PRML efforts to the MOU. The trustees said that they received it so recently that they did not have a chance to read it.

Bonnie Swift read an email from Bev Widger that she said she received that morning. Bonnie said that in Bev’s email, Bev said she was sorry if some felt that she held the draft hostage; that was not her intent. She said it is not her practice in dealing with other boards to provide a draft to a board in advance. She requested that the meeting with the Meriden Friends continue and that the policy committee discuss it afterwards.

Clint Swift read a statement that he hoped with the basement completion done, “The Philip Reed Memorial Library addition and all its “money, money, money” and what to build and when problems are now behind us. I think we all can breath a big sigh of relief on that one.” He said he hoped that he hoped on going forward that the friends and the board could work together in a positive way.

Andrea Keen asked how long the discussion about the MOU had been happening. Emily said 18 or 19 months, and that there was a period that was open to comment. Suzanne added that the document was read out loud at three separate public meetings and requests for changes were made and granted.
Andrea said that library system didn’t have great services when she first started looking for story hour times when her kids were little. She said that amazing work has been done to bring us to the point where we have a much better services. She asked for mutual respect moving forward.

Board discussion on MOU – Emily noted that the reason the meeting was called was because the conversation at the last meeting was cut short by interruptions.

Suzanne expressed concern that while Bev may be used to doing things a certain way which may be appropriate for the private sector, this is a public board. She noted that when NH State Librarian Michael York spoke at our meeting, he noted that library discussions are supposed to be transparent. She said she would like to see a copy of the PRML Friends draft changes. She said that she also still has not received a clean copy of the PRML Friends bylaws before and after the Friends made revisions.

Emily asked Cindy if the bylaws with highlighted changes were passed. Cindy said yes. Suzanne said she would like to see a clean copy of the PRML Friends bylaws before the changes were made so that she could see what was changed, not just he adopted changes.

Emily said that if there are minor changes that both friends groups can agree to for the MOU, this shouldn’t be a burdensome process. Emily expressed concern that the process of the Meriden Friends having to meet with the PRML Friends to see the document and then have to meet again to discuss the changes and then have to meet with the policy committee has become too burdensome.

Emily noted that if there is a policy committee meeting it will be publically noticed, and anyone can come, including the trustees. Suzanne said that anything handed out at a working group meeting can be subject to the Right to Know law.

Emily said that when she has served on boards, she has seen proposals ahead of time. She said it puts the trustees on the spot to expect them to enter into discussion about a draft without seeing it in advance. She said that perhaps the PRML Friends proposed process is unfair to the Meriden Friends and the trustees.

Suzanne asked if the PRML friends would give written copies of the proposed changes to the Meriden Friends. Cindy said yes.

Suzanne asked what type of consultant the friends group has been working with in preparing their draft changes. Cindy said that Bev and Bonnie have a consultant they were working with. Suzanne asked again what type of consultant they had been working with. Bonnie said that the consultant they had been working with is based in Lebanon and has a legal background and works with corporations. Suzanne asked for clarification that their consultant was an attorney, not a library consultant. Bonnie repeated that their consultant has a legal background who works with corporations in developing policies.

Emily noted that this is an amendment to an existing policy, so it doesn’t need to go through the policy committee. She said that that whole board may want to have input.
Emily said that the two friends groups could meet and we could skip the policy committee and bring it to the board on December 12. The issue deserves board level attention. Suzanne said that from her sense of the last meeting, the whole board and the director would like to have input.

Bonnie Swift raised her hand to make a comment. Emily said that at the last meeting when she called on someone outside of the public comment section things escalated and got out of hand, so she was sticking to the board discussion and not taking comments from the public outside the public comment period which had already occurred.

Emily moved that the PRML Friends and FOML Friends bring agreed changes to the MOU to the board five days in advance of the Dec. 12 meeting for board discussion. Jean seconded. All voted in favor.

8:56 Emily made a motion to adjourn. Suzanne seconded the motion. All voted in favor.
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
November 14, 2016, Meriden Library

Present: Emily Sands, Mark Pensgen, Nancy Liston (arrived after the start), Jean Strong, Suzanne Spencer, Mary King (director)

7:05 pm Roll call
Announce: Non-public session announcement RSA 91-A:3, II, if necessary
  (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.

Approval of agenda – Suzanne made a motion to approve the agenda with public comment to the public comment. Emily seconded. All voted in favor.

Public Comment: Clint Swift said the basement at PRML is done, and that we are all advocates of libraries. He said that 161 people came to the PRML celebration and that he hopes we can all move forward in a positive way.

Administration
Approval of October Minutes (10/17) – Emily made a motion to approve the minutes from 10/17. Mark seconded. All voted in favor.

Correspondence – letters from Cindy Heath, Clint Swift. RTK requests from Clint Swift and Diane Rogers. Suzanne suggested that we list all RTK requests with correspondence, as this data is important and asked that if any individual trustees receive RTK requests and respond to them, to forward them to her. She said that the library board has received 6 quorum RTK requests this year. In contrast, the school board has not received any.

Donations - PRML received $1150 for the Anita Barrett Memorial Fund in honor of the former PRML trustee. Emily sent a condolence card to Anita’s children noting that we had received many donations in Anita’s memory.

Budget Discussion
Presentation of Budget (Pensgen) – most of the budget is flat except an increase in labor costs due to the phase in of the full year of two staffers at each library when they are open. The director’s hours were increased to 34 a week, which created an increase in benefits costs.

Jean Strong asked what the board’s plans were for Air conditioning at PRML. The board responded that they would ask town facilities manager Brad Atwater to look at different systems in 2017 and make a recommendation. Brad is looking at the system in its entirety. Any recommendation that the board sponsors would be a warrant article for the following town meeting.
Public questions - town administrator Steve Halleran noted that for the past two years, the library budget increases have been twice the percentage of the towns’ and asked when they would level out. Mark said that barring the unforeseen, he expected it to level out the following year.

Public comment – Cindy Heath thanked the board for adding boosting staffing so that two employees would be in the building during the hours they are open.

Nancy Liston made a motion to approve the budget as presented with the caveat that the salary increase line item will change based on whatever percentage the town uses. Emily Seconded. All voted in favor.

Reports
Director’s Report (King)
Mary noted that the statistics reports show different information between ML and PRML, and she is working towards having them show the same information in the future.

Basement completion – Nancy Liston thanked Mary King and Mark Pensgen for their extra efforts towards the basement completion since they were not personally recognized during the basement grand opening.

Update on digitization of Special Collections – Nancy Norwalk is looking at software. The board discussed looking at what other communities are doing for special collections. Mary noted the difference between “cataloguing” and “digitization”. Digitization would enable users to actually pull up the content or a picture of special collections items online. The first step is to catalog the existing items, and digitization would come much later. Nancy Liston and Mary both noted that it makes sense to look at software options with the future and the possibility of digitization in mind.

Finance Report (Pensgen)

Working Groups

Policies
Public and non-public meetings policy (Emily) – starting January 1, the trustees can go into nonpublic session to discuss legal advice. Emily will make the motion to add that provision to the meeting policy at the end of the year.

MOU update (Jean Strong, Nancy Liston) – Emily raised concerns about the secrecy and lack of transparency of the PRML friends regarding their proposed MOU. She said that Mary had asked for a copy of the draft and the friends had refused to share it.

Suzanne asked Cindy Heath why the friends were unwilling to share the draft of the MOU with the trustees and the director. Cindy said that while there were only minor proposed changes, Bev Widger, who did the bulk of the work on the draft, “preferred” to share the draft when she could present it and explain the proposed changes.

Suzanne reminded the group that when NH State librarian Michael York came to the September meeting, he said that outside of HR issues, all aspects of the library should be public. Suzanne said that there should be nothing controversial in the proposed MOU, and if there isn’t then the friends should have no problem sharing it. She reminded the group that at the October meeting, she requested a copy twice and was refused twice by Bev Widger.
Nancy Liston said that the secretive behavior by the friends towards the director and trustees is not helping build trust and not in keeping with how library groups are supposed to function. The trustees generally agreed that this proposal process should be transparent.

Suzanne asked if the PRML Friends board had shared their proposed MOU to the general membership. Mary said that at the last PRML Friends meeting, portions of it were read out loud, but the document wasn’t provided to the members.

The board asked about the status with the PRML Friends’ meeting with the Meriden Friends.

Amy Lappin, president of the Meriden Friends, said that while the Meriden Friends had requested a copy of the PRML Friends proposed MOU in advance of discussing it with the PRML Friends and would have preferred receiving it in advance, they had agreed just before the meeting to meet with the PRML friends and receive it then. The Meriden Friends would then meet on their own to decide if they were willing to make any of the PRML Friends’ proposed changes.

Emily Sands called on Clint Swift who was raising his hand. He said that the PRML friends came up with their draft because the MOU that the trustees passed was “boilerplate” and didn’t meet the PRML Friends’ needs. Amy Lappin said that the Meriden Friends requested and received changes to the original proposed MOU during the period where the trustees invited input before approving the final version. She said the Meriden Friends were very happy with the MOU that they signed and were only willing to make minor changes.

Nancy Liston said that the discussions about the MOU started almost 18 months ago, and that the trustees’ patience was frayed over the lack of the PRML Friends’ action and secretive behavior. A member of the public spoke without being called on and told Nancy Liston to “pipe down.”

Emily said that she had been willing to wait on the MOU with the expectation that we’d have something to discuss at this meeting. The same member of the public spoke again without being called on and told Emily to “cool your jets.” Emily suspended the discussion because it went out of control.

HR (Spencer/Sands) – Suzanne said that she would be meeting with Mary to look at the personnel manual. That meeting will be publically warned.

Suzanne asked that the policy committee make a review of the bylaws their main upcoming priority. She also asked the PRML Friends for a copy of their bylaws before and after their changes made this summer and fall. She had asked for a copy of both in September and had not received them.

Friends updates

Friends of ML Update (Susan Nugent) – The group has a new logo designed by Sara Lappin. They hope to start discussions with the PRML Friends in January for another One Town/One Book project.

Friends of PRML Update (Cindy Heath) – Cindy Heath said her group is working on collaborate on joint friends programs and little free library. They recently elected new officers. Cindy said that Mary and the Trustees were thanked “globally” during their meeting.

Emily expressed concern about Friends raising funds for scholarship money versus the library and wondered whether funds raised were being accounted for separately and if donors understood which cause they were giving to. Nancy Liston questioned whether or not the PRML friends’ mission was becoming too broad for a library friends group. Suzanne noted that when Michael York came to the Sept
Present: Emily Sands, Mark Pensgen, Nancy Liston, Jean Strong, Suzanne Spencer (by phone), Mary King, director

7:00 pm Roll call
Announce: Non-public session announcement RSA 91-A:3, II, if necessary
   (a) The dismissal, promotion, or compensation of any public employee or the
classification 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.

Approval of agenda

Suzanne made a motion to accept the agenda with public comment be kept to the public
comment sections. Emily seconded. Roll call vote:
   Emily Sands – yes
   Mark Pensgen – yes
   Jean Strong – yes
   Nancy Liston – yes
   Suzanne Spencer - yes

Public comment: Clint Swift shared his legal background and concerns about the meeting policy.
The board has the power to set the tone. He said that he and Ron Eberhardt met and may disagree
but have the best interests of the libraries in mind.

Bev Widger reminded everyone of the celebration at PRML on Nov. 6.
Diane Rogers asked to have receipts for any purchases for which the friends have donated
money.

Administration

Suzanne – made a motion to amend the agenda to add a discussion about having a hard stop to
meetings in administration under E. Emily seconded. Roll call vote:

   Emily Sands – yes
Mark Pensgen – yes  
Jean Strong – yes  
Nancy Liston – yes  
Suzanne Spencer – yes

Approval of September Minutes
Emily made a motion to approve the 9/12 meeting. Nancy Liston seconded. Roll call vote:
   Emily Sands – yes  
   Mark Pensgen – yes  
   Jean Strong – yes  
   Nancy Liston – yes  
   Suzanne Spencer - yes

Emily made a motion to approve the 9/23 minutes. Mark seconded. Roll call vote:
   Emily Sands – yes  
   Mark Pensgen – yes  
   Jean Strong – yes  
   Nancy Liston – abstain  
   Suzanne Spencer - abstain

Emily made a motion to approve the 9/23 public hearing minutes. Mark Seconded.
   Emily Sands – yes  
   Mark Pensgen – yes  
   Jean Strong – yes  
   Nancy Liston – abstain  
   Suzanne Spencer - abstain

Schedule date for November budget meeting – The board will have its budget meeting on 11/14 at 7 and schedule an extra meeting in November if needed.

Correspondence –
The board received letters from Diane Rogers, Clint Swift, and Ron Eberhardt.

Clarification of Trustee responsibilities under RTK law: Emily thanked Clint Swift for his correspondence and said the Board certainly takes his concerns very seriously. She noted that RSA 202-A:17 only specifically addresses the removal of an employee, and that no employee has been removed from their position by the Board. She also stated that the Board has gone to tremendous efforts to ensure that all legal requirements are followed. The Board has reviewed its obligations under RSA 91-A many times, both with counsel and at continuing education seminars. Additionally on behalf of the Trustees Emily has followed up with town administration regarding any town statutes and personnel policies that may apply, and the Board has reviewed the library’s own personnel policy. Emily reiterated that the Trustees are committed to complying with all of the right-to-know obligations, both in the letter and spirit of the law.
The board discussed RTK as it applies to emails to individual trustees. While a member of the public can make inquiries to an individual trustee that fall under RTK, this is a grey area, and if a trustee is out of town, has other commitments that keep him/her from responding, the board isn’t liable. If the board or an individual trustee receives a request, the law provides five business days for a response. The board recommended that members of the public use the town office for RTK requests, as that is where the minutes and correspondence are kept and staff is available. Suzanne requested that if an individual trustee receives and responds to an email that is a RTK request that the trustee forward the email and response to the board to reduce possible duplication of efforts and to be able to place that request in the public record.

Donations - PRML received a memorial donation of $335 in the memory of Anita Barrett. ML received a donation designed for children for programs or materials.

Adjournment of meeting – Suzanne proposed having a hard stop to the meetings at 9 or 9:15. She noted that the Lebanon library trustees oversee two libraries and a budget ten times as large as Plainfield’s, and their monthly meetings last less than two hours. Other members of the board expressed concern about not being able to get the board’s work done. Emily suggested that if we have a lot on the agenda when we reach 9 or 9:15 pm we re-assess the agenda then. Suzanne asked the public to note that the board’s response to her request is an example of how she has no power to “direct” the board, as was asserted in a critical letter to the board.

Director’s Report (King) – Mary mentioned that downloadable books have seen a significant increase in use. Discussion of the status of newly hired employees, cataloging special collections, and weeding. Suzanne asked about staffing downstairs now that the junior room has moved there, noting that she’d been into PRML a couple times when the library was busy and no one was downstairs working. Mary said that she would have required times for basement staffing at designated times, and Nancy Norwalk can use that time to work on special collections.

Finance Report (Pensgen)

Working Groups
Policies – Volunteers Policy, 3rd Read (Spencer) – Nancy Liston made a motion to waive the third reading of the volunteer policy. Emily seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

Nancy Liston made motion to approve the volunteer policy as amended. Mark Pensgen seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes
Policies – Meetings, 3rd Read (Sands) Emily made a motion to waive the third reading. Mark seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer – yes

All voted in favor. Nancy Liston moved to accept the meeting policy as written. Suzanne seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer – yes

Exhibitors Policy and Release, 3rd Read (Liston/Pensgen). Nancy Liston moved to waive the exhibitor policy. Emily Sands seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer – yes

Emily Sands moved to accept the exhibitors policy. Nancy Liston seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer – yes

Jean will serve on the committee to decide what art can be hung.

Personnel committee will be reviewing the personnel manual in the next month or two.

Projects
Basement update (King, Strong, Nancy Norwalk, Brad Atwater)

Update on moving of special collection and junior collection

Update on ongoing projects and what is reasonably expected to be completed for the November celebration. Electrical work started on Oct. 6. Desk is scheduled to be delivered next week. Art hanging system has arrived and Brad will install it. Kitchen cabinets have arrived. The counter is being installed. Mary indicated that much of her time has been in the last two months has been spent dealing with basement purchases. Plaques are supposed to arrive on Nov. 3.
Mike Sutherland has new software he wants to use to redo the webpages so that there is one web page for the libraries. That software could also provide content management for accessing the special collections. There is currently no software for the special collections. Nancy Liston asked about scanning catalog cards for the current special collections cards.

Nancy Liston requested an update on the status of the old PRML basement room at the next meeting.

Clarification requested by Suzanne re $3000 additional spending on special collections shelving. Mark said that no expenses were incurred that were not approved by the board.

Friends updates

Friends of PRML Update (Bev Widger)

Bev Widger reiterated the success of the PRML Friends book sale and gave an update on the November 6 celebration. Nancy Liston asked what the current membership of the PRML friends were. Bev said 25 members. Emily thanked the friends for their efforts.

MOU – Bev requested that the PRML friends meet with the board policy committee to discuss proposed changes to the MOU. Suzanne said she was against this and asked that the PRML Friends provide their proposed revisions to the board in advance of the next meeting and have a full board discussion at that point. Nancy Liston agreed and said that there would not be two separate MOUs. Bev said she didn’t want to provide their proposed MOU to the full board and wanted to meet with the policy committee to discuss it first instead. Suzanne asked again to see a copy of the proposed changes and Bev declined. Emily suggested as a compromise that the PRML Friends meet with the Meriden Friends to see if they could agree on any changes to improve the MOU. If the two groups can agree on any changes, then they will meet with the policy committee to discuss adopting them.

Friends of ML Update (Susan Russo) Susan mentioned that the Meriden Friends used KUA’s auditorium as a concert venue, and that was successful. Nancy Liston asked how many members the Meriden Friends have. Susan Russo said about 100.

Public Comment – Clint asked for a copy of Emily Sands’ response regarding the meeting policy. Bev asked for the status of Meriden Library Association gift. Mark said that those transfers are complete and in the trustees custody.

Emily Sands made a motion to adjourn. Nancy Liston seconded. Roll call vote:

Emily Sands – yes
Mark Pensgen – yes
Jean Strong – yes
Nancy Liston – yes
Suzanne Spencer - yes

9:01 pm Adjournment
Attachments:
  Director’s reports [2]
  Financial Reports [2]
### VISITS

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Plainfield Libraries
Meriden P&L Budget vs. Actual
YTD 2016

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Plainfield Libraries
PRML P&L Budget vs. Actual
YTD 2016

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| Audio/Visual             | 808.07      |        | 808.07       |
| Books & Magazines        | 1,336.72    |        |              |
| Library Materials - Other| 3,484.82    | 9,200.00 | -5,715.18 |
| Total Library Materials  | 5,629.61    | 9,200.00 | -3,570.39 |
| Telephone                | 1,015.68    | 1,200.00 | -184.32     |
| Electricity              | 2,315.70    | 3,000.00 | -684.30     |
| Fuel Oil                 | 3,442.04    | 3,978.00 | -535.96     |
| Water/Sewer              | 148.40      | 300.00   | -151.60     |
| Supplies                 | 1,318.16    | 1,500.00 | -181.84     |
| Postage                  | 163.41      | 250.00   | -86.59      |
| Professional Activities  | 993.90      | 300.00   | 693.90      |
| Programs                 | 408.79      | 600.00   | -191.21     |
| Furniture/Equipment      | 792.58      | 950.00   | -157.42     |
| Elevator                 | 834.64      | 1,700.00 | -865.36     |
| Maintenance              | 2,974.14    | 3,350.00 | -375.88     |
| Automation/Cataloging    | 1,000.00    | 1,000.00 | 0.00        |
| Computer/Software        | 489.24      | 1,800.00 | -1,310.76   |
| Misc Expense             | 0.00        | 100.00   | -100.00     |
| Total Expense            | 47,518.18   | 74,854.00 | -27,335.82 |

Net Ordinary Income
3,324.22

Net Income
3,324.22
meeting, he said that Friends groups should have a narrow focus. Cindy Heath said that she felt the PRML Friends projects were narrow in focus.

Public comment – Cindy recommended a consulting company from Lebanon that could be used for the ethernet connection at PRML.

8:57 Mark made a motion to adjourn. Emily seconded. All voted in favor.
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

September 23 2:00 pm; PRML

Public Hearing to accept funds from PRML Friends

Present:  Mark Pensgen, Jean Strong, Emily Sands, Mary King, Trustee

2:02 P.M.  Role call, Motion to approve the agenda made by Mark, seconded by Jean

Announce:  Non-public session announcement (RSA 91-A:3) if necessary:  (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.

Proposal:  Bonnie Swift on behalf of the Friends of PRML presented a check for $9,000 to PRML for the completion of basement items including:  kitchen, art hanging system, circulation desk and cabinets, and wiring and electrical work.  The friends asked that receipts for purchases be forwarded to Diane Rogers.  The Friends also requested that any surplus funds be returned to the Friends group, as the estimated funds needed to complete all remaining projects is slightly less than $9,000.

Public comment:  There were no public comments

Motion:  Emily made a motion to accept the donation of $9,000 from the Friends of PRML to be used towards the basement completion, with any unused funds to be returned to the Friends.  Mark seconded.  All voted in favor.

2:10 Emily made a motion to adjourn, Jean seconded.  All voted in favor.
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

September 23 2:15 pm; PRML

Present:  Mark Pensgen, Jean Strong, Emily Sands, Mary King, director

2:10  Role call.  Emily noted an email request from Suzanne to add a few minor items to the agenda as allowed.  Mark made a motion to approve the agenda with changes.  Jean seconded.  All voted in favor.

Announce:  Non-public session announcement (RSA 91-A:3) if necessary:  (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:  Clint Swift noted that the proceeds from the annual book sale were the highest ever at over $6,800 and many positive comments were received.  The group Rolling Thunder came on Sunday to take away any remaining books and break down cardboard for recycling.  Any monies raised from sales of the remaining books by Rolling Thunder will be used toward helping veterans.

Second reading of the Exhibitors Policy.  Mark approved the second reading with changes, Jean seconded.  All voted in favor.  Mark will update the changes for a third reading at the October meeting.

Suzanne (not present) asked the Chair to mention a few items for future discussion:

1)  Suzanne requests a hard stop of 9:15 p.m. for regular meetings, with regular board items being put first.
2)  Suzanne proposes a standard form for Right-to-Know requests that would make it easier for the Board to respond to these requests.  She noted that it is standard practice for many municipalities and that she could bring a sample to the next meeting for a vote.
3)  Suzanne asked for clarification regarding the $3,000 spent on special collections that was above the original amount budgeted.  She was wondering whether the contract was amended and the changes approved by the Board.  Emily will follow up and provide a response at the October board meeting.

2:20 Mark made a motion to adjourn.  Emily seconded.  All voted in favor.
Present: Emily Sands, Mark Pensgen, Jean Strong, Nancy Liston, Suzanne Spencer, Mary King, director

7:03 pm Roll call

Announce: Non-public session announcement RSA 91-A:3, II, if necessary
(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.

Suzanne made a motion to approve the agenda, Jean seconded. All voted in favor.

Presentation by NH State Librarian Michael York, followed by time for questions from Trustees and members of the public.

Michael York noted that Library trustees are governed by statutes. Library friends are not. He said that there needs to be an agreement between the library trustees and friends about how money raised by the friends will be spent, but the library trustees and the administration are legally in charge and make final decisions. He recommended that friends groups narrow their focus as much as possible. He said that the PRML friends have done an outstanding job raising money, but the town voted for one board of trustees twice, and he questioned why a one-board system has and needs two separate friends groups. He suggested that there be one friends group representative of the whole town for the Plainfield libraries.

There was discussion of the MOU which the PRML friends have not signed but the Meriden Friends group has signed.

Emily addressed concerns of projects by friends happening without director or board approval. York said that the director should be the gate-keeper. He said it’s best to hire good people and get out of the way.

Public Comment – Clint Swift reiterated his concern expressed in his correspondence about the meeting policy.
Bev Widger said former library trustee Anita Barrett, who served in the 1950s and 1960s, passed away recently. Emily said she would write a condolence note from the trustees to her daughter.
Amy Lappin said that when Mike York mentioned tension – she clarified that there is no perceived tension between the two friends groups. Nancy Liston said that both groups worked well together doing the community read.
Ron Eberhardt read a statement and asked that a copy be included in the trustee correspondence. He wrote that while the selectboard supports the board, his comments were from him as an individual. He stated that some individuals were using the law and “proper procedure” with the intent to “grind down and intimidate the good people on the Plainfield Library Board of Trustees.” He said that there are some who are using the law “in a manner that is counter-productive and not in keeping with my vision of how people in this community should be treating one another.”
Diane McDonald expressed skepticism about the idea that individuals were mistreating the board. Ron said that in his opinion some individuals were in fact doing so.

Nancy Liston said that correspondence to the board is available to the public, but the general public doesn’t necessarily read emails the board receives, and some of them are extremely concerning.

Administration
A. Approval of August Minutes
8/8 – Suzanne made a motion to amend the minutes to reflect that she was interrupted in the middle of making a motion. Emily asked to amend the minutes to clarify that all meetings going forward will start at 7 and that the date of the November budget meeting is to be determined. Mark seconded. All voted in favor but Jean who abstained because she was absent from that meeting. Emily made a motion to approve the 8/15 minutes. Mark seconded. Suzanne and Nancy Liston abstained because they were absent from that meeting. Everyone else voted in favor.
B. Correspondence – Bev Widger, Andrea Keen, Diane Rogers (2), Karen Anikis, Clint Swift.
Emily apologized to Bev for not including her in the agenda at the last meeting in response to Bev Widger’s letter to the board. Because the issue of public comment came up in Bev’s letter, Suzanne asked Frank Perotti, a Plainfield resident and the Plainfield School Superintendent, attending the meeting to talk about how the school board handles public comment. Suzanne said that in her experience at school board meetings, public comment is extremely regulated to the point where there are certain times when the public can only ask questions and other times when they can give one comment, and that is done in a specific order around the room. Frank agreed and added that that in some cases the school board uses time limits for public comment. He said that outside of public comment, the meeting belongs to the school board, and the public is simply an audience. He said that even as superintendent, he does not get to just speak without being recognized by the chair. Suzanne asked if members of the public interrupt board members. Frank said no. He said that perhaps it is because the school board is dealing with parents who are cognizant of modeling adult behavior that they do not have these issues.
C. Donations - no donations.

Reports
A. Director’s Report (King)
   a. PPL Update – Update on special collections
   b. Facilities – There is currently no long distance service at PRML. Emily made a motion to authorize mark to work with Mary on a new telephone contract. Nancy Liston seconded. All voted in favor. Mary said that traditionally there is one facilities inspection each year in the fall with a trustee. Brad Atwater can be part of the walkabouts, and he suggested two times a year: January and July.
   c. Payroll Process – Steve approval Mary’s timecard with Mark’s approval via email. Timecards will be given to the town every Tuesday.

B. Finance Report (Pensgen) – Mark addressed Diane Rogers’ question about donations made in Al Grindle’s name. He said that the board and town were following standard procedure in how they handled the finances. Emily expressed concern about the tone of correspondence regarding this issue. Mark addressed donations and gave information that is in the public record. Mark received appropriations from Trustees of Trust funds today.
C. Working Groups
   a. Policies – Volunteers Policy, 3rd Read (Spencer). Suzanne made a motion to waive the reading of the policy. Mark seconded. All voted in favor. The board agreed to table the reading to have more time to research how other libraries handle background checks. The board may also consider inserting language that the director must give written approval for volunteer projects and activities to minimize miscommunication.
   b. Policies – Meetings, 2nd Read (Sands) Suzanne made a motion to waive the second reading of the meeting policy, Nancy Liston seconded. All voted in favor. Emily Sands made a motion to approve the second reading of the meeting policy. Nancy Liston seconded. All voted in favor.

Projects
   D. Meriden Village Study – Mark gave an update on the study committee.
   E. Basement update (King, Strong, Cindy Heath, Nancy Norwalk, Brad Atwater)
      a. Kitchen -
      b. Circulation desk -
      c. Art hanging system -
      d. AV System – board kept signing authorization in place.
      Emily made a motion to authorize Jean Strong to move forward with the remaining basement completion items – Kitchen and desk as agreed upon between the friends, trustees, director, contingent on the receipt of funds and final facilities review by Brad Atwater. Suzanne seconded. All voted in favor.
      e. Plaque language – Emily made a motion to authorize moving forward on the language for the three basement plaques as agreed upon by the basement working group. Mark seconded. All voted in favor.

Friends updates
   A. Friends of PRML Update (Cindy Heath) -
      a. Grand opening and dedication for basement (Bev Widger) – The board thanked the friends for all their hard work in organizing the event. Make a motion to approve the Grand Opening on November 6th and all Friends work discussed during the meeting. Mark seconded. All voted in favor.
      b. The board discussed hosting a reception for Mary King at PRML. Mary felt like there was too much going on to schedule one. Suzanne thanked the PRML Friends group for their offer of assistance with the reception.
      c. Request for public hearing to accept funds. The board agreed to hold a hearing to accept funds at 2 pm on Friday 9/23. The trustees will have a short meeting at 2:15 pm.
   B. Friends of ML Update (Amy Lappin, Susan Russo) – The Meriden friends will host two programs in October.

Public Comment – Bev thanked the board for adding public comment at the end of the meeting.
Brad suggested checking with Chief Roberts about background checks.
10:57 Mark made a motion to adjourn. Emily seconded. All voted in favor.

Attachments:
   Directors Reports [2]
Financial Reports [3]
PRML Friends propsals [2]
Plainfield Public Libraries Board of Trustees  
Saturday, August 10, 2016  
Philip Read Memorial Library  
Director/Trustee/Friends Meeting  

Present: Jean Strong, Mary King, director  

Start time: 10:36am  

Ruth Stalker, Jean Strong, Cindy Heath, Bev Widger, Bonnie Swift, Diane Rogers, Nancy Norwalk, Mary King discussed the following projects and reviewed proposals for:  
- A/V  
- Kitchen  
- Art Hanging System  
- Desk/Cabinet  

Funding: Money still to be accepted by the trustees  

Request for Trustees to set up a public hearing ASAP  

Discussion:  
Grand Opening Celebration, Planned for Sunday, November 6  

Adjourned: 12:05pm
Director’s Activities
In August, three new employees joined the staff of the Plainfield Public Libraries; Karen Johnson, Peter Legare and Lana Remmes have all been brought on as Circulation Aides. I spent time training each of them individually. On August 15, the trustees approved the hiring of Christine Hoffman as Library Assistant. Her start date is scheduled for September. I spent time setting up on-line accounts for ordering books and supplies. This process was time consuming but allows for a much easier method for ordering materials. On August 16, I attended a meeting of the Meriden Village Study group. For the basement completion project, I had weekly phone conversations with Brad Atwater to clarify any questions about proposals from vendors with the goal of having the proposals ready to present to the trustees on September 12.

Meriden Library
Programs
Story Time 8/4, 11, 18
Book Group 8/16

Special Programs
The Friends of the Meriden Library hosted an ice cream social with a visit from the Good Humor truck on Thursday, August 4. We also collaborated with the director of the Aidron Duckworth Museum to provide an art activity for children. 90 people attended. On Tuesday, August 23, storyteller, Susan Quimby Young, performed stories at a PJ Story Time. 4 adults and 6 children attended.

Philip Read Memorial Library
Programs
Book Group 8/22

Special Programs
On Saturday, August 6 a special program was presented for patrons of all ages; Dog Agility. 21 patrons attended.
Under the director of Nancy Norwalk, on Saturday 8/13, volunteers moved the special collection materials from storage into the special collection room. Nancy has been working to organize and shelf the materials. Volunteers are assisting as needed.

The juvenile collection is being prepared for the move down to the new location. All young adult materials have been pulled from the shelves, call numbers have been changed in the catalog and spine labels have been updated. The juvenile audio materials have been weeded and where needed CD have been ordered to replace cassette formatted books.

**Goals for September:**

1. Continue to organize the special collection with the help of volunteers.
2. To have the juvenile collection moved to its new location by the mid-October.
3. Nancy Norwalk will continue to research software for cataloging the special collection. Two have been ruled out. There are still six options to explore.
Plainfield Libraries
PRML P&L Budget vs. Actual
YTD 2016

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Jan - Dec 16</th>
<th>Budget</th>
<th>$ Over Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Appropriation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriation - FICA</td>
<td>1,691.66</td>
<td>3,206.00</td>
<td>-1,514.34</td>
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<td>Appropriation - Operations</td>
<td>14,954.98</td>
<td>27,528.00</td>
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<td>Appropriation - Salary</td>
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<td>42,120.00</td>
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<td><strong>Total Town Appropriation</strong></td>
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<td>Trust Fund Income</td>
<td>1,035.00</td>
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<tr>
<td>Gifts</td>
<td>730.00</td>
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</tr>
<tr>
<td>Fines</td>
<td>282.05</td>
<td></td>
<td></td>
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<tr>
<td><strong>Interest Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest - Savings</td>
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<tr>
<td><strong>Total Interest Income</strong></td>
<td>0.78</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>40,808.08</td>
<td>74,854.00</td>
<td>-34,045.92</td>
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<tr>
<td><strong>Expense</strong></td>
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<tr>
<td>Salaries</td>
<td>22,113.61</td>
<td>42,120.00</td>
<td>-20,006.39</td>
</tr>
<tr>
<td>FICA</td>
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<td>3,206.00</td>
<td>-1,514.34</td>
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<tr>
<td>Sick Pay</td>
<td>0.00</td>
<td>300.00</td>
<td>-300.00</td>
</tr>
<tr>
<td>Library Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Visual</td>
<td>194.14</td>
<td>0.00</td>
<td>194.14</td>
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<tr>
<td>Books &amp; Magazines</td>
<td>1,336.72</td>
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</tr>
<tr>
<td>Library Materials - Other</td>
<td>2,983.37</td>
<td>9,200.00</td>
<td>-6,216.63</td>
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<td><strong>Total Library Materials</strong></td>
<td>4,514.23</td>
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<td>Telephone</td>
<td>902.54</td>
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<td>Electricity</td>
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<td>Fuel Oil</td>
<td>3,442.04</td>
<td>3,978.00</td>
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<td>Water/Sewer</td>
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<td>1,318.16</td>
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<td>163.41</td>
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<td>Professional Activities</td>
<td>993.90</td>
<td>300.00</td>
<td>693.90</td>
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<tr>
<td>Programs</td>
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<td>600.00</td>
<td>78.79</td>
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<tr>
<td>Furniture/Equipment</td>
<td>792.58</td>
<td>950.00</td>
<td>-157.42</td>
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<tr>
<td>Elevator</td>
<td>834.64</td>
<td>1,700.00</td>
<td>-865.36</td>
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<tr>
<td>Maintenance</td>
<td>2,009.14</td>
<td>3,350.00</td>
<td>-1,340.86</td>
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<tr>
<td>Automation/Cataloging</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.00</td>
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<tr>
<td>Computer/Software</td>
<td>205.49</td>
<td>1,800.00</td>
<td>-1,594.51</td>
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<tr>
<td>Misc Expense</td>
<td>0.00</td>
<td>100.00</td>
<td>-100.00</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>42,884.71</td>
<td>74,854.00</td>
<td>-31,969.29</td>
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<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>-2,076.63</td>
<td>0.00</td>
<td>-2,076.63</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>-2,076.63</td>
<td>0.00</td>
<td>-2,076.63</td>
</tr>
<tr>
<td>Teen Room Table</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 8 meeting minutes donation accepted</td>
<td>$100.00</td>
<td></td>
<td></td>
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<tr>
<td>March 7 meeting minutes donation accepted</td>
<td>$240.00</td>
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<td></td>
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<tr>
<td><strong>Total donations rec'd</strong></td>
<td><strong>$340.00</strong></td>
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<td></td>
</tr>
<tr>
<td>Table purchase (Aug credit card statement)</td>
<td>$539.00</td>
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<td></td>
</tr>
<tr>
<td><strong>Net difference (to be rec'd from friends)</strong></td>
<td><strong>$199.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table was charged on Nancy’s credit card issued by town

Town pays credit card bills directly to bank and charges library appropriation account

Offset of the charge to the budget is from donations made

Net budget impact on total library funds available is zero

Funds designated by donor were expended for the purpose designated
MEMORANDUM

TO: Trustees of Plainfield Libraries
FROM: Bev Widger/Pennie Armstrong – Event Planning Committee
Friends of Philip Read Memorial Library
SUBJECT: Event plan for November 6, 2016
DATE: SEPTEMBER 10, 2016
CC: Mary King

The following will provide an outline of events planned for the Grand Opening of the Teen, Junior, Meeting and Special Collection Rooms in the Basement of Philip Read Memorial Library. We expect between 75-100 attendees.

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Sunday, November 6, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>1:00 p.m. Reception</td>
</tr>
<tr>
<td></td>
<td>2:00 p.m. Presentations</td>
</tr>
<tr>
<td>Invitation</td>
<td>Simple Invitation Design</td>
</tr>
<tr>
<td></td>
<td>Printed at Staples</td>
</tr>
<tr>
<td></td>
<td>Mailed</td>
</tr>
<tr>
<td>Mailing Lists</td>
<td>Combination of donor list, local dignitaries, Friends, limited taxpayer list, LUV</td>
</tr>
<tr>
<td>Music</td>
<td>Background music – Upstairs</td>
</tr>
<tr>
<td></td>
<td>Other surprise music during presentation</td>
</tr>
<tr>
<td>Meeters and Greeters</td>
<td>Friends and Volunteers – In process</td>
</tr>
<tr>
<td></td>
<td>Guest Book – Artist made book</td>
</tr>
<tr>
<td>Speakers</td>
<td>Chair Selectperson – Confirmed</td>
</tr>
<tr>
<td></td>
<td>Chair Trustees – Confirmed</td>
</tr>
<tr>
<td></td>
<td>Chair Friends – Confirmed</td>
</tr>
<tr>
<td></td>
<td>Gift recognition for Nancy by Friends</td>
</tr>
<tr>
<td></td>
<td>Researcher – Awaiting Confirmation</td>
</tr>
<tr>
<td></td>
<td>Downstairs – Will need a microphone</td>
</tr>
<tr>
<td></td>
<td>Program agenda in process</td>
</tr>
<tr>
<td>Food and beverage</td>
<td>Upstairs in PRML</td>
</tr>
<tr>
<td></td>
<td>Sponsored by combination of Friends, Church and PHS volunteers</td>
</tr>
<tr>
<td></td>
<td>Papergoods to be supplied by a Friend</td>
</tr>
<tr>
<td>Continuous Powerpoint with pictures through years of PRML</td>
<td>In process – Need help with scanning and PPT. Need to collect photo albums and loose photos and scan. (Alan Grover, other volunteers)</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Signage</td>
<td>Poster in library</td>
</tr>
<tr>
<td>Advertising</td>
<td>Limited to social media, Plainfacts, webpages plus mailed invite</td>
</tr>
<tr>
<td>Flowers/Plants</td>
<td>Request made – Confirmation in process</td>
</tr>
<tr>
<td>Parking Notification</td>
<td>Done by Sarah G</td>
</tr>
<tr>
<td>Art Exhibit</td>
<td>Mary/Cindy/Hillary are working on this along with policy</td>
</tr>
<tr>
<td>Special Collection Organization</td>
<td>Mary, Nancy and volunteers</td>
</tr>
<tr>
<td>Moving YA and Junior Books</td>
<td>Mary, Nancy and volunteers</td>
</tr>
<tr>
<td>Plaques</td>
<td>Mary, Cindy for Trustee approval</td>
</tr>
</tbody>
</table>
PROPOSAL

Plainfield Library   September 10, 2016
Contact; Nancy Norwalk 675-5494
nnorwalk39@comcast.net

Foundation cabinetry, Chesney door style with Autumn stain.
   All wood cabinets with dovetailed drawers and soft close slides. Includes 2 roll out trays (particle board) and locks for doors on center base cabinet doors. $1,458.
Postform laminate countertops, with backsplash, Wilsonart Mystique Marsh 4763-60 $192.
Moen faucet, Arbor 7790, chrome $319.
Hardware, classic board $40.
Installation of cabinets and countertop $500.

$2,739.

Notes...
*Does not include any plumbing or electrical
*Cabinets take three weeks to arrive. We could install them shortly after.

Thanks, Jim
Philip Read Memorial Library Expansion Plaque
In recognition of 20 years of substantial fundraising and volunteer time to complete the addition to the Philip Read Memorial Library, providing for a designated space for special collection materials, dedicated youth and teen areas, and a community meeting room.

With sincere thanks to: The many foundations, organizations, individuals, and businesses who funded the project, Friends of the Philip Read Memorial Library, Plainfield Library Trustees, residents & Select Board of the Town of Plainfield. Special thanks to Nancy Norwalk, Library Director from 1976-2016.
**Quote For: Nancy**

**Bill To:** Nancy Norwalk  
**Company Name:** Phillip Read Mem. Library  
**Billing Address:** Rte 12A  
Plainfield, NH 0-3781  
**Work Phone:** 603 675-6866  
**Fax:** 603 675-6806  
**Billing Method:** Deposit/COD  
**Customer PO:** BASEMENT DESK

<table>
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<tr>
<th>Fixture ID</th>
<th>Fixture Name:</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Line Total</th>
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<tr>
<td>DESK FOR LOWER LEVEL, 90&quot; x 24&quot; x 29 1/2&quot;h, per DRAWING SD081916-01 &amp; 02</td>
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<td>1</td>
<td>$2,235.00</td>
<td></td>
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<tr>
<td>CABINET FOR ALCOVE IN LOWER LEVEL, 66&quot; x 18&quot; x 32&quot;h INSTALLATION</td>
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<tr>
<td>$80.00</td>
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<td>$80.00</td>
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**Finish Color:** LT EARLY AMERICAN  
**P-LAM Color:** TO BE DETERMINED  
**Primary Material:** BIRCH VENEERED PLYWOOD  
**Special Notes:** THE PLASTIC LAMINATE THAT WAS USED UPSTAIRS HAS BEEN DISCONTINUED. A NEW ONE WILL HAVE TO BE SELECTED.

**Order Items**

**Order Information**

<table>
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<tr>
<th>Job Number</th>
<th>Order Date</th>
<th>Ship-To</th>
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<tbody>
<tr>
<td>3709</td>
<td>8/19/2016</td>
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**Order Subtotal:** $3,176.00  
**Freight Charge:** $0.00  
**Sales Tax:** $0.00  
**Order Total:** $3,176.00

**Amount Due:** $3,176.00  
**Deposit Due:** $1,651.52  
**Delivery Date:**

To accept this proposal, please carefully review your items, sign and date one copy and return. By signing this proposal I acknowledge that I have received a copy of Skyline Designs Terms. To maintain delivery dates, please have your approved quote back to us by the date specified.

I accept this proposal on behalf of: Phillip Read Mem. Library  
**Signature:**

**Date:**
Skyline Designs Drawing #081916-01

plan for Desk
Scale: 1"=1'

CABINET IN ACOVE
66"

44" DECK TO WALL
18"

90"
## Ordinary Income/Expense

### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Jan - Dec 16</th>
<th>Budget</th>
<th>$ Over Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Appropriation</td>
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<tr>
<td>Appropriation - FICA</td>
<td>1,875.84</td>
<td>3,005.00</td>
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<tr>
<td>Appropriation - Operations</td>
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<td>Gifts</td>
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<td>Book Sales</td>
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<td>Interest Income</td>
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<td>Interest - Checking</td>
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<tr>
<td>Interest - Savings</td>
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<td>Total Interest Income</td>
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<td>Misc Income</td>
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<td>Total Income</td>
<td>34,433.38</td>
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### Expense

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<td>Salaries</td>
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<td>FICA</td>
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<td>Sick Pay</td>
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<td>Library Materials</td>
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<tr>
<td>Audio/Visual</td>
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<td>Books &amp; Magazines</td>
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<td>Library Materials - Other</td>
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<td>Fuel Oil</td>
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<td>Water/Sewer</td>
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<td>Postage</td>
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<td>Programs</td>
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### Net Ordinary Income

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<th>Description</th>
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<th>Budget</th>
<th>$ Over Budget</th>
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<tr>
<td>Net Ordinary Income</td>
<td>-1,689.57</td>
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### Net Income

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>Net Income</td>
<td>-1,689.57</td>
<td>0.00</td>
<td>-1,689.57</td>
</tr>
</tbody>
</table>
You are invited to a
Grand Opening Celebration
for the
Meeting Room, Junior & Teen Rooms
&
Dedication of the Nancy Norwalk Special Collection Room
On Sunday Afternoon, November 6, 2016
Philip Read Memorial Library
1088 Route 12A ~ Plainfield, NH
1:00 p.m. Open Reception
2:00 p.m. Presentations

Organized by the Friends of Philip Read Memorial Library
Proposition for Art Gallery Hanging in Philip Read Memorial Public Library

The area walls that we are including in this project are;

North Wall – 4 sets of 6 ½ section

East Wall – 1 set of 6 ½ section

South Wall #1 – 1 set of 6 ½ section

South Wall #2 – 2 sets of 6 ½ sections

These systems come in three parts; Rails, Hangers and Hooks

Rails are made of Anodized metal and can be painted to match wall color.

The slim wire that hangs from overhead rail can hold up to 44 lbs. each.

Pushbutton hooks are used to allow the hook to travel up and down the wire to the selected height

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
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<tr>
<td>Anodized Rail</td>
<td>52 ft</td>
<td>$196.00</td>
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<tr>
<td>Hangers</td>
<td>30 sets</td>
<td>$205.00</td>
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<tr>
<td>Push button pieces</td>
<td>30 sets</td>
<td>$308.00</td>
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<tr>
<td>Shipping</td>
<td></td>
<td>$54.64</td>
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<tr>
<td>Installation</td>
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<td>$300.00</td>
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</table>

$1,063.64

To see more information and images of the system please use this link

https://www.gallerysystem.com/picture-hanging-systems/original-gallery-system
This document is the property of Pro AV Systems and the listed recipient. It cannot be reproduced or shared without the consent of a Pro AV sales representative.

Please direct orders or questions to: John Missale
Email: jmissale@proavsi.com
Phone: 978-674-8740
Fax: 978-692-5252

Delivery to: Customer - See Payment Terms Below

All Electrical to be provided by customer unless otherwise noted.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Part #</th>
<th>DESCRIPTION</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
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<td>1</td>
<td>V11H748020</td>
<td>EPSON PowerLite 4770W Projector WXGA, 5000 Lumens</td>
<td>$1,699.00</td>
<td>$1,699.00</td>
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<tr>
<td>1</td>
<td>Projector Mounting Equipment</td>
<td>Projector Mounting Equipment for suspended ceilings to include suspended ceiling tray, threaded pipe column (up to 24&quot;) and universal projector mount.</td>
<td>$285.00</td>
<td>$285.00</td>
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<tr>
<td>1</td>
<td>70105LS</td>
<td>57.5&quot;x92&quot;x109&quot;dia. Tensioned, Motorized and Recessed Screen - BLACK DROP??!!??!!</td>
<td>$2,499.00</td>
<td>$2,499.00</td>
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<tr>
<td>1</td>
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<tr>
<td>1</td>
<td>Audio System 2</td>
<td>Audio Systems for Classrooms - includes 40 Watt ceiling mixer/amplifier and 2 ceiling mounted speakers.</td>
<td>$429.00</td>
<td>$429.00</td>
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<tr>
<td>1</td>
<td>Cabling 4</td>
<td>Cabling and Wall Plates for Classrooms - includes up to 35FT of HDMI, VGA, 3.5mm audio. Includes a 10FT VGA + Audio Breakout Cable and HDMI Breakout</td>
<td>$389.00</td>
<td>$389.00</td>
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<tr>
<td>1</td>
<td>MISC</td>
<td>Miscellaneous Equipment to include cable raceway, surface mount box (deep), adapters, terminations and other required accessories</td>
<td>$99.00</td>
<td>$99.00</td>
</tr>
<tr>
<td>1</td>
<td>Labor</td>
<td>Labor to install complete system. Pro AV guarantees all workmanship one year post installation.</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
In recognition and appreciation to Mark Overman and Skyline Designs for the extraordinary design and craftsmanship of the bookshelves and desks throughout the Philip Read Memorial Library.

Small brass engraved plate attached to end of bookcases or on a wall on the first floor.

Above is CAMBRIA 16 Font approximately 2.5 x 4.5 inch plate.
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES
August 15, 2016; Philip Read Memorial Library

Present: Emily Sands, Mark Pensgen, Jean Strong, Mary King – Director
Absent: Suzanne Spencer, Nancy Liston

11:02 Call to Order

Mark made a motion to approve the agenda with the amended addition of fuel oil pricing. Emily seconded. All voted in favor.

Emily made a motion to amend the agenda to include a public comment period. Mark seconded. All voted in favor.

Public comment: Town Administrator Steve Halleran noted that in the town offices he has heard things about the PPL Trustees limiting public comment to the beginning of the agenda and felt that it is important for all voices to have a chance to speak at meetings. He also voiced strong support for the Library Board of Trustees.

Bonnie Swift voiced support for Steve’s statement.

Mary brought forth the candidate for the Library Assistant position with Emily Sands.

Emily made a motion to offer the position of Library Assistant for the Plainfield Public Libraries to Christine Hoffman. Jean seconded. All voted in favor.

It was noticed that Christine may need some time to give notice to her current employment. As with all new hires the offer is contingent on a background check, and it includes a 90-day probationary period.

Emily mentioned that Mary had received prices from both SIMPLE and Irving to lock in pricing for oil at $1.84 per gallon as of last week. Last year the Trustees locked in a low number of gallons (2,300) at a higher price, assuming market risk on pricing for any additional gallons that were likely to be needed (roughly 3,000 were used). This worked to the library’s benefit as the price of oil did come down and we got a better price on gallons purchased at market prices at the end of the season. This year the Board felt that with prices substantially lower than last year it may make sense to lock in a larger number of gallons, perhaps 2,800. Emily is already authorized by the Board to move forward with a contract, so no vote was taken.

11:25 Emily made a motion to adjourn. Mark seconded. All voted in favor.
7:09 Roll call

Announce: Non-public session announcement RSA 91-A:3, II, if necessary
(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.

Approval of agenda – request to move Admin and reports ahead of Friends

Suzanne made a motion to approve the agenda as amended. All voted in favor.

Public Comment, including clarification of public comment and the role of other (non-library)
elected public officials. Any member of the public – elected or not – must be noted on the agenda
to be able to be called on for comment outside of sections specifically stating public comment.
However, the board can use anyone in the room as a resource and this is legally not considered
public comment.

Administration

A. Approval of July Minutes (7/11)
a. Proposed addition in public comment section to respond to request from
Clint Swift: “Over 200 people toured the Philip Read Memorial Library on
July 4, with special attention paid by most to the basement improvements.
Positive comments were received.”
b. Proposed change in wording related to MOU discussion to respond to
request from Clint Swift: “A question was raised about having a different
agreement with the PRML friends than the Meriden Friends, but the board
discussion indicated that it would not have two different agreements, and
the window of opportunity for making changes was last fall and the Board
was informed that the PRML friends voted unanimously to not discuss it.”
c. Requested attachment to 7/11 minutes by Andrea Keen: Valley News article
announcing Mary King’s appointment as director.

Emily made a motion to approve the minutes from 7/11 with requested changes and attachment. Suzanne

Nancy Liston made a motion to accept the 7/22 minutes. Suzanne Seconded. Suzanne, Emily, and Nancy
Liston voted in favor. Mark abstained.
B. Upcoming meeting schedule: Sept. 12 (PRML) is set
   All meetings going forward will start at 7 pm.
   October – 10/17 – PRML
   November 14 at Meriden
   November Budget meeting in Meriden – date tbd
   December 12 at PRML
   January 9 at Meriden

Emily made a motion to approve meeting dates. Mark seconded. All voted in favor.

C. Correspondence – the board received correspondence from Diane Rogers, Clint Swift, Andrea Keen

Suzanne said that she had received emails from Bev Widger and Cindy Heath (one to a quorum but not the full board, the other not) after the last meeting regarding her commend during that meeting about the MOU, and she had not responded. Suzanne clarified that the board approved Option 1 of the Basement Task Force last September and the board has been fully committed to approving all donations and work towards that approval. She noted that the board has been receiving numerous additional donation and project approval requests, and these are not included in Option 1. She said that while these all may be valuable and worthy projects, the board is not required to approve any of them to fulfill its obligation for finishing the basement as approved last September.

Emily said that the number of additional requests has been overwhelming for the board.

Suzanne said that she received a request to delay discussion of the MOU until November. She said that while other trustees may not agree, she would be willing to put off discussion of the MOU until November if the trustees approved the following motion:

Suzanne made a motion that there will be no new working groups, task forces, or new projects with the PRML friends – this would except existing projects which include the av system, art rail, kitchen, electrical work, furnishings, Little Free Libraries, circulation desk, and plaques – until the approved MOU had been signed by the PRML Friends.

Suzanne was interrupted in the middle of making the motion by a member of the public.

Emily said that while she found the fact that the PRML Friends have not signed the MOU to be extremely disappointing, she was not willing to tie future projects to an MOU at this time.

Mark suggested tableing the motion until later in the meeting after the Friends section. Suzanne rescinded her motion with the understanding that it would be discussed later in the meeting.

Mary said she received handwritten correspondence from a PRML parent. That will be added to the correspondence binder.

D. Donations – no donations

Basement project
A. Conversation with Brad Atwater regarding his role in completion of basement items - Mary will be a point of contact and Brad will help initiate contact with vendors, be present in meetings, review work, etc.

Mark made a motion to use Brad Atwater as Plainfield’s facilities manager to complete basement and keep both buildings run smoothly and safely and plan for the future. Suzanne Seconded. All voted in favor.

B. Update on items – Cindy Heath and Mary King – AV – there will be one more meeting with Brad before approval of a system, kitchen – Cindy received two estimate sketches with different specs provided by two different vendors – Nancy Liston asked Mary to bring selection to the next meeting. Update to the board on electrical, circulation desk, hardware for hanging art, Mary was not apprised of specs for circulation desk. She said that she had been unaware of the working group meeting for the kitchen and attended only because she was in the building and saw that it was happening. Jean did not attend at all.

Suzanne asked Cindy if the working group meeting regarding these basement items were publicly warned. Cindy said that it was not. Suzanne read from the minutes of the 7/11 meeting: “Suzanne made a motion to authorize Jean Strong, Mary King, Cindy Heath, Nancy Norwalk to get cost estimates for staff desk and shelving, kitchen cabinets, hanging art system. Mark seconded. All voted in favor.” She said because this was an official subcommittee of the board, any meetings should have been publicly warned (added note from the 7/11 minutes: “Suzanne said that all subcommittee meetings need to be publicly warned.”)

C. Discussion regarding how donations are handled (signing contracts for projects before funds are in Library checking account).

Suzanne made a motion that going forward, when the board votes to accept funds, it needs to receive funds within seven days. Contracts need to be between the board and the vendor as is already laid out in our policy. Nancy Liston seconded. All voted in favor.

Friends Group Updates
A. Meriden Friends – no friends updates
B. PRML Friends – Cindy
   a. Update and request for approval on grand opening date, downstairs plaques, little free libraries. The board said that not enough will be ready for an October grand opening celebration of the basement. Emily said that the Special Collections needs to be finished and organized before a grand opening celebration. The board tabled the plaques as it had only received the proposed wording that day. The board discussed the little free libraries and the hope that this could be a town-wide project. Mary expressed concern that he PRML friends had already contacted private and public entities about placing the little free libraries without approval from her or the board. This is an issue because the little free libraries are being presented under the auspices of the library, not the friends.
   b. Art displays - Mary said that she was not included in discussion about art and felt that she and/or a board member should review the art before it is presented to the public in the library. The board discussed the need a policy
about art that can include liability issues. Mary also expressed concern about
the possibility of art sales with transactions involving money between staff
and the library.

c. Communication between PRML Friends and Director / Trustees – Cindy said
that much of the confusion had to do with Mary’s transition as director.
Suzanne expressed concern that it had been announced that there would be a
new director last October, and the transition was not a surprise. The board
discussed the fact that the director of both libraries needs to be the gatekeeper
and point of contact for all projects. The director can bring board-related
issues. Bringing issues to the director will help eliminate unnecessary
communications and miscommunication.

C. Fundraising and process for linking goals of the Library Director and PRML/Meriden
Friends so it works consistently with both friends groups. Suzanne said that the MOU
covers this issue.

Suzanne made a motion that there will be not take on any new Friends projects unless they are brought to
the board by the director. Mark seconded. All voted in favor.

Reports

A. Directors (King) -
   a. Update on Special Collections. Mary said that nothing has moved forward to
date; this is the priority. She said that everything should be in place before
grand opening. Nancy Norwalk has a list of software that can be used for the
special collections. Junior and teen room materials will be weeded before
they are moved.
   b. Other items: Mary will be on vacations from 8/19-8/23

Suzanne thanked Mary for her hard work on interviewing and hiring new staff.

B. Financial (Pensgen) -

C. Working Groups
   a. Policies – By-laws review/revision needed in the fall.
   b. Policies – Personnel policy manual revision – Suzanne will work on this
starting in late October.
   c. Policies – Volunteers Policy, 2nd Read. Suzanne made a motion to wave the
full reading of the volunteer policy. Mark seconded. All voted in favor.
   Suzanne said she had checked with the town office and there is a worker’s
comp policy that covers volunteers, but she suggested that for liability
reasons the board not include the sentence about worker’s comp. Emily
moved to accept the change. Mark seconded. Suzanne, Emily and Mark
voted in favor. Nancy Liston abstained.
   d. Policies – Meetings, 1st Read (Sands). Suzanne made a motion to approve the
first reading. Nancy Liston seconded. All voted in favor.
   e. Facilities – discussion of access to building when employees are not working
(tour of duty or assigned administrative hours). The board discussed having a
log for trustees and employees, cleaning people, etc, to sign when they come
in the building outside of regular hours.
f. HR – Emily thanked Shirley Hudson for her many years of service to PRML as a sub and volunteer.

Projects
A. Welcome/Meet and greet for Mary at PRML – date / time to be planned – Planning is happening with ML friends. The PRML Friends have opted not to sponsor this event.
B. Facilities – oil contract (King) – Nancy Liston moved to designate Emily Sands to approve and sign an oil contract based on information collected by Mary King. Mark seconded. All voted in favor.
C. Update - Invitation to NH State Librarian Michael York (Spencer). Michael York confirmed that he will attend the 9/12 meeting at PRML.

11:05 Nancy Liston made the motion to adjourn. Emily seconded. All voted in favor.

Attachments: Director’s Report [1]
Financial Reports [2]
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

July 22, 2016; Meriden Library

Present: Nancy Liston, Emily Sands, Jean Strong, Mary King, director

Absent: Mark Pensgen

3:32 Call to order. Suzanne made a motion to approve the agenda with amended addition of administrative issues. All voted in favor.

Announce: Non-public session announcement RSA 91-A:3, II, if necessary

(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.

Nancy Liston asked how many positions would be offered total. Mary said there would be five positions. She was prepared to bring four forward. She had received 15 applications to date.

Mary brought forth the candidates with trustee Emily Sands for library assistant and circulation aide.

Emily made a motion to offer the position of library assistant for the Plainfield Public Libraries to Terrie Crane. Nancy Liston seconded. All voted in favor.

Emily made a motion to offer a position as circulation aide for the Plainfield Public Libraries to Lanna Remmes. Nancy Liston seconded. All voted in favor.

Emily made a motion to offer a position as circulation aide as library aide for the Plainfield Public Libraries to Karen Johnson. Suzanne seconded. All voted in favor.

Emily made a motion to offer a position as circulation aide as library aide for the Plainfield Public Libraries to Peter Legare. Suzanne seconded. All voted in favor.
All offers are contingent upon successful background checks. All employees have been told that they will work at both libraries.

The board discussed other current permanent employees who will keep their existing hours and focus on interlibrary loans.

Administration – Suzanne clarified that she is not responsible for warning subcommittee or working group meetings that she is not personally involved in. She is happy to assist trustees in the process if they request help.

The board discussed public comment and the difficulty of making exceptions to public comment outside the designated times: if we call on one person then we have to allow for everyone else to make comment, and this can make meetings unmanageable. The board will work harder to keep comment in the designated times and discuss at the next meeting if and how to allow extra comment from elected public officials who may be present in meetings.

Emily noted that she wants extra board meetings to be held evenly on both sides of town; her hope was to do that day’s at PRML for this meeting, but a trustee had childcare issues and needed to meet in Meriden. The board noted that both extra public meetings in May were held at PRML.

4:44 Suzanne Made a motion to adjourn. NL seconded. All voted in favor.
Roll call, approval of agenda – Suzanne made a motion to approve the agenda as amended to discuss the MOU. Jean Seconded. All voted in favor.

Announce: Non-public session announcement RSA 91-A:3, II, if necessary
(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 – Bonnie Swift asked where the board policies are kept. The board said that they are stored in each library. Clint Swift requested that that vote on accepting anonymous correspondence become policy. The board said they would take it under advisement.

Friends Group Updates
A. Meriden Friends
B. PRML Friends

Discussed AV system. Mark and Cindy will have a separate meeting to go over the accounting to make sure that there are funds.
Emily made a motion to authorize Mark to enter into a contract on behalf of the board for the AV system based on acceptance of the contract and the availability of funds. Jean Seconded. All voted in favor.
Suzanne made a motion to authorize Jean Strong, Mary King, Cindy Heath, Nancy Norwalk to get cost estimates for staff desk and shelving, kitchen cabinets, hanging art system. Mark seconded. All voted in favor.
Suzanne said that all subcommittee meetings need to be publicly warned.
The board discussed finishing electrical and phone wiring. Mary will get an estimate for electrical work.
Emily made a motion that the trustees accept up to $4999 to be used towards the purchase of AV equipment, staff desk, and shelving art hanging system, shelving. Mark Seconded. All voted in favor.

Request for permission to install battery operated lights in shed – Emily made a motion to install battery operated lights in the shed after proper due diligence. Jean seconded. All voted in favor.

Suzanne discussed went over the history of action taken by the board and the friends group regarding the MOU. She noted that if the PRML friends group doesn’t sign an MOU, then the board’s relationship with the friends group becomes a first amendment issue in that the friends are entitled to use the library to the same extent as any other organization, but the board
does not need to give them any additional access. Suzanne noted that boundary issues with Friends groups are common, which is why the American Library Association drafted the MOU and recommends its adoption. Mark noted that the MOU relates to broader issues about which group runs the libraries, and that while the boundary issues with the PRML friends are improving, they have continued, and as an example he raised concerns about the friends applying for grants without board input, and that if the board doesn’t approve the projects, the money may have to be returned.

A question was raised about having a different agreement with the PRML friends than the Meriden Friends, but the board discussion indicated that it would not have two different agreements, and the window of opportunity for making changes was last fall and the Board was informed that the PRML friends voted unanimously to not discuss it.

Administration

A. Approval of May Minutes (5/16 and 5/17) - Emily made a motion to approve the May 16 & 17. Mark seconded. All voted in favor.
B. Approval of June Minutes (6/6 and 6/20) Emily made a motion to approve the minutes for June as amended and to include the tribute to Nancy Norwalk as an attachment. Mark Seconded. All voted in favor.
C. Correspondence – Diane Rogers, Maria Guzman, Clint Swift
D. Donations
E. Need to update town information regarding Titles (Pensgen)

Reports

A. Directors
   a. Update on transition
   b. Nancy Norwalk - Over 200 people toured the Philip Read Memorial Library on July 4, with special attention paid by most to the basement improvements. Positive comments were received

B. Financial (Pensgen) -

C. Working Groups
   a. Policies – Volunteers Policy, 1st Read (Spencer). Emily made a motion to accept the first reading. Mark Seconded. All voted in favor. Suzanne will look into town workers comp coverage for volunteers.

Projects

A. Update on hiring
   a. Update on applications for advertised positions – Mary has to date received 13 applications for possibly 4 positions and is conducting interviews. She does not ready to bring any candidates to the board but may want to in the next two weeks.
   b. Discussion of compensation for probationary period – Emily moved to authorize mark to establish the probationary pay rates for new employees at a rate 10% less than the rate they will be paid in 90 days. Suzanne Seconded. All voted in favor.

B. Facilities
   a. Town of Plainfield Facilities Manager
   b. Looking at oil prices for 2016-2017
C. Potential invitation to NH State Librarian Michael York (Spencer) - Suzanne made a motion to invite Michael York to our September meeting (September 12). Mark Pengen seconded. All voted in favor.

9:23 Suzanne made a motion to adjourn. Emily seconded. All voted in favor.

Attachments:

- Directors Reports [2]
- Financial Reports [2]
- Article on Mary King’s new role [1]
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 20, 2016, 12 pm; Meriden Library

Approved Minutes

Attending: Jean Strong, Emily Sands, Nancy Liston, Mark Pensgen, Suzanne Spencer, Mary King, director

Absent: Nancy Norwalk

12:03 Call to order. Suzanne made a motion to approve the agenda. Mark seconded. All voted in favor.

Suzanne made a motion to accept the donation and planting of three trees pending the inspection by of two trustees of the PRML site after Dig Safe arrives. Mark seconded. All voted in favor.

The board discussed two new job descriptions: library assistant and circulation aides.

The board discussed completing background checks for all substitutes, regular employees, and volunteers. Mary King will post on both library websites and on library listservs in Vermont and New Hampshire.

Nancy Liston made a motion to approve the library aid position description at $11/hour. Mark seconded. All voted in favor.

Nancy Liston made a motion to approve the library assistant position at the rate of $14/hour. Emily seconded. All voted in favor.

Mary King will receive applications and interview on her own. She will meet with one trustee to discuss and bring forth candidates at the July meeting.

1:07. Emily Sands made a motion to adjourn. Nancy Liston seconded. All voted in favor.
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
June 6, 2016; Meriden Library  
7:00 PM  

Approved Minutes  

Present: Emily Sands, Jean Strong, Suzanne Spencer, Nancy Norwalk, director, Mary King, director  
Absent: Mark Pensgen  

7:05 pm Roll call, approval of agenda. Nancy Liston moved to approve the agenda. Suzanne seconded. All voted in favor.  

Announce: Non-public session announcement RSA 91-A:3, II, if necessary  
(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.  

Suzanne made a motion that the board not record all names of members of the public in attendance and only include names of members of the public who present or raise issues to the board. Jean seconded. All voted in favor.  

7:05-7:20 Public Comment  

7:20 – 7:30 Friends Group Updates  
A. Meriden Friends - Susan Nugent updated the board on planned events for the summer and museum passes that the Meriden Friends group purchased.  
B. PRML Friends – Cindy Heath said that the PRML Friends Group raised $700 in the artist book auction and is giving a book to each graduating PES 8th grader. The friends group is launching membership drive and honored Dennis Girouard with a lifetime membership in the Friends.  

7:30- 7:40 Administration  
A. Correspondence  
B. Donations – board tabled the donation for the AV system from the PRML friends group to PRML. The board expressed concern about ongoing maintenance and repair costs and the fact that the proposal wasn’t made with board input. The technology working group will meet with Cindy Heath to discuss options and details.  
C. Board Legal Authority. Suzanne expressed concern about a number of issues in the May 10, 2016, PRML Friends minutes. They include:
a. What appeared to be the PRML friends making decisions about using volunteers to staff the basement. From PRML Friends minutes: “Additional staffing by the Trustees needed before downstairs can be used, but Cindy suggested using volunteers …” The board makes staffing decisions and needs to ensure that we comply with labor laws concerning the use of volunteers.

b. Installing a plaque on the shed. From PRML Friends minutes: “Dennis reluctantly agreed we could install a burnt wood plaque on the shed, naming it after him.” Suzanne passed out a copy of RSA 202-A:6 Library Trustees; Election; Alternates. – “The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, …” The alteration of library property requires board approval.

c. The planting of trees on library property. From PRML Friends minutes: “stakes are in the ground for 2 Merrill magnolias and 1 flowering crab. Jim Longacre has talked to Scot MacLeay about septic. Should be planted soon.” The board said that the friends group needs board approval to make changes to library property and also noted that a Dig Safe permit is legally required to dig on municipal property.

d. The building of shelves in the shed. From PRML Friends minutes: “Dennis will meet with Cindy and Diane Friday to start working on the shelving in the book shed.” The board repeated its concern about altering library property without board approval.

Suzanne acknowledged that perhaps the Friends group planned on getting library board approval before carrying out these projects, but the board had not received any requests to do so and there is no indication of that in the friends’ minutes. Emily noted that the shelving in the shed was completed without board approval. The board said that it did not assume that there was any bad intention on the PRML friends group’s part, but that they need to get approval from the board during a public meeting to make physical changes to library property.

D. Trustees are responsible for setting rules for reading of polices.

E. Public Comment going forward – the board agreed that in an effort to keep meetings a reasonable length and to give members of the public an equal opportunity for questions and comments, public comment at meetings will only occur during sections on the approved agenda labeled “public comment.” Emily said that public comment would occur at the beginning of meetings and we would try to include it at other sections, but that the meetings are already long and we can’t plan on also having it at the end.

F. Nancy Liston made a motion to approve the April Minutes. Jean seconded. All voted in favor.

G. Update on NHLTA conference – Nancy Liston, Emily Sands, Jean Strong, and Suzanne Spencer attended the conference. They attended workshops that included Right to Know, Hiring a New Director, Technology in the Library, Conflict in the Library, and Building a New Library.

7:40-8:00 pm Reports

A. Directors (King and Norwalk)
B. Financial (Pensgen)
C. Working Groups
   a. Policies – Meeting Room – Nancy Norwalk can provide staff coverage for
      events in the meeting room through June with her admin hours. Whether or
      not it will be open until 9 for existing groups starting July 1 will be up to the
      new director. The board discussed having the meeting room policy consistent
      between the two libraries.
   b. Policies – Non-public meetings. Board received an external legal request to
give 72 hours notice to individuals being discussed in nonpublic session. The
will comply with RSA as required by law and provide notice to individual be
discussed, but Emily said she discussed the request with the town attorney,
and they both felt 72 hours was unreasonable and there is no legal
requirement for it. The board will work on a general policy about nonpublic
meetings.
   c. Policies – By Laws due for review. Suzanne said she checked with an
attorney at the NHMA and confirmed that existing bylaws and policies can
be updated with amendments and do not require multiple reads.
   d. Policies – Volunteers. Suzanne will look for a generic library volunteer
policy as a starting point.

8:00 -8:50 pm Projects
A. Policies - Director Code of Ethics – Third Read Nancy Liston made a motion to
waive the reading. Emily Sands seconded. Nancy Liston made a motion to accept
policy. Emily Sands seconded. All voted. In favor.
B. Memorandum of Understanding – Cindy Heath said the PRML friends are continuing
to discuss the memorandum [The Meriden Friends Group signed the MOU in
November 2015; the trustees have signed the MOU for both friends groups].
C. Director position - Nancy Liston read a tribute to Nancy Norwalk and the board
thanked her for her service as director.
   Emily made a motion to that the Plainfield Public Libraries extend an offer as
director to Mary King, Contingent on a background check and signed contract.
   Nancy Liston seconded. All voted in favor. Emily read a letter from Mark Pensgen
supporting Mary King for director. Suzanne noted that from 2010 through 2015,
patron visits at Meriden Library went up 27%, and circulation went up 70%.
   Employment Contract – Nancy Liston made a motion to authorize Emily to work
with town attorney to draw up a contract to provide to Mary. Jean seconded. All
voted in favor.
D. Additional Hiring – The board will work on creating new staff positions with input
from the director. Permanent positions require probationary period and Board
approval.

8:43 Suzanne made a motion to adjourn. Nancy Liston seconded. All voted in favor.

Attachments: Directors Reports [2]
            Financial Reports [2]
            Mark Pensgen Letter
            Tribute to Nancy Norwalk
            Copy of RSA 202-A:6 Library Trustees; Election; Alternates
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

June 2, 7 pm; Meriden Town Offices

Approved Minutes

Present: Mark Pensgen, Jean Strong, Nancy Liston, Emily Sands, Mary King – Director, Nancy Norwalk - Director
Absent: Suzanne Spencer

7:01 Call to Order, Approval of Agenda

Motion to Approve made by Pensgen, Seconded by Liston, all voted in favor to accept the agenda

7:05 Announce: Non-public session announcement (RSA 91-A:3) if necessary: (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.

7:05-8:00 Listening session / Public Comment

Summary of Comments:

Dennis Girourd – Trustees should do the job they are supposed to do. Would like to see more time for the Director at PRML, keep Nancy N. as Director, questions the need for 2 libraries – what do citizens want and what are they willing to pay for? Trustees should give all facts to the voters without any special interests keeping issues in the dark, and Trustees should give respect and courtesy earned to those who have contributed.

Jane Witzel – Keep both libraries. Has lived 39 years in Meriden and uses both libraries, would like ADA access and meeting room in Meriden. Would be devastated if we lost the Meriden library. She noted that there has been a lot of animosity surrounding the libraries and hoped this would go away.

Virginia Drye – goes to PRML every day it’s open, would like A/C (unbearable in summer), wants more books, especially series of books which are often not complete.

Grace Hardy – Runs museum, lives in Plainfield and has enjoyed both libraries. One librarian for two libraries is a concern. Great supporter of Nancy Norwalk – she is an encyclopedia of knowledge for the town’s history.
Jeanne Thompson – would like to see both libraries used more – are a great resource and a community center, would like to see more programming – maker spaces, STEM programs, art/music, educational courses. They are jewels and could be more so.

Clint Swift – Thanks for having the session, would prefer to spend less time at Trustee meetings, number of non-public sessions should be few and far between – board needs to tighten it up. Hiring of employees is an exception. Projects – could be a meeting with members of the community to meet halfway and lessen the burden on the Board. Examples – Library Survey (Bev), Basement (Cindy). There are opportunities for the community to help. Agrees with 2 strong libraries. Need to be sensitive to institutional knowledge. PRML tech volunteer was a supporter and has not been back in the library since – should not happen. More dialogue in Trustee meetings. Would be better if more time for public comment at the end. Buck stops with Trustees regarding the ADA situation at Meriden.

Dennis Girourd – Liked Select Board meeting last night, the process. People voted with an open mind.

Bev Widger – Supporter of PRML, as was her mother. Would like to see recognition of library as a community center – buy trash stickers, hold events, etc. It’s different on Plainfield side of town because it is the place to go. Would like Trustees to recognize the efforts of all the people who give so much to make both libraries work and recognize how far it has come. More involvement of the Trustees to organize and attend programs and events.

Clint Swift – Concern about the financial picture, not everyone in town uses both libraries so it’s easier if you can get private support for projects. Easier to sell to taxpayers.

Cindy Heath – Trustees should consider the survey and universal desire for more hours at both libraries – evaluate budget-wise. Restore 2 hours lost at PRML, and increase hours at Meriden to sustain parity. Thanks Trustees for having the listening session – keep having them.

Jane Witzel – thanks for the session. Can’t fathom where animosity is coming from and would like things settled more amicably.

Virginia Drye – Would like special collections cleaned up and organized, can’t find things.

Cindy Heath – Cornish colony history is a unique resource, and how can we celebrate that.

Jeanne Thompson – How about including the town of Cornish in our libraries – collaborate or merge all three libraries. Cornish residents use Plainfield libraries and don’t pay.

Brad Thompson – Good library has a good collection, staff is courteous to patrons, and is willing to explore technology. He is willing to pay for membership to Lebanon libraries due to depth of the collection. Volunteers in Meriden – difficult because of bus / pickup, would like to see a maker space, 3D printer and small CNC. New programs would bring out some new people and get kids making things. Takes money and a place to do it. Maybe a grant?

Virginia Drye – survey did not distinguish between teen and children, would like more differentiation between children and adults, and more programs for teens. Maybe a teen book club?

Bev Widger - We’re different, don’t need to be like Hanover. Libraries should reflect what the community wants.
Brad Thompson – More use of state resources.

Jeanne Thompson – Cornish Colony is unique, want it to be a more positive environment.

Susan Nugent – 30 year resident. Grew up in Hartford which tried to build one central library in Quechee. It didn’t work because it was too difficult for many to get there. It is a luxury but also a necessity to have two libraries in town. Serves as a community center and a center of knowledge. We have access to all books, even if they aren’t in the library. Bring people in for joyful events. Noted Meriden does have an air exchange (not A/C) which does help to cool the building. Changes do need to be cost effective, but would like to see a review of the hours.

Jane Witzel – Up to date technology is important but I would not want to lose the sense of community. We have these 2 unique villages, Keep 2 libraries, Handicapped access and better meeting space. Good programs for all spectrum of ages. Duckworth has been used for meetings.

Grace Hardy – more coordinating with town for programs with Duckworth. Duckworth accommodates 60 people. Not a good place in winter. Would like an active partnership with the library.

Virginia Drye – Library is often the only thing open in town in the evening – only place for people to go.


Clint Swift – Bring young people in (grow or die). How to attract young people to libraries. Would like Brad Thompson to give a program for adults (tech for aging baby boomers).

Emily thanked everyone for their attendance and comments. Mentioned that the public is very welcome to contact her or all of the Trustees with any additional thoughts.

8:00 Motion to adjourn made by Jean Strong, Seconded by Nancy Liston, all voted in favor
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

May 17, 10 am; PRML – Both libraries featured

10:00 Call to Order, Approval of Agenda – Emily made a motion to approve the agenda, Nancy Liston seconded. All voted in favor.

10:00 Announce: Non-public session announcement (RSA 91-A:3) if necessary: (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.

Nancy Liston made a motion to go into nonpublic session, Mark seconded.

Roll call Vote as follows:

    Emily Sands – Yes
    Mark Pensgen – Yes
    Nancy Liston – Yes
    Suzanne Spencer – Yes
    Jean Strong - Yes

Specific Statutory reason cited as foundation for the nonpublic session: (b) The hiring of any person as a public employee.

Public session reconvened at 12:45 pm.

Nancy Liston made a motion to adjourn. Emily Seconded. All voted in favor.

Adjournment at 12:45 pm
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

May 16, 10 am; PRML – Both libraries featured

10:00 Call to Order, Approval of Agenda – Emily made a motion to approve the agenda, Nancy Liston seconded. All voted in favor.

10:00 Announce: Non-public session announcement (RSA 91-A:3) if necessary: (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.

Nancy Liston made a motion to go into nonpublic session, Mark seconded.

Roll call Vote as follows:

Emily Sands – Yes
Mark Pensgen – Yes
Nancy Liston – Yes
Suzanne Spencer – Yes
Jean Strong - Yes

Specific Statutory reason cited as foundation for the nonpublic session: (b) The hiring of any person as a public employee.

Public session reconvened at 1:10 pm.

Nancy Liston made a motion to adjourn. Emily Seconded. All voted in favor.

Adjournment at 1:10 pm
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
April 18, 2016; PRML – Both Libraries Featured

Present: Jean Strong, Mark Pensgen, Emily Sands, Nancy Liston, Suzanne Spencer, Nancy Norwalk, director, Mary King, director

Public: Ron Eberhardt, Paul Franklin, Dennis Girouard, Bev Widger, Pennie Armstrong, Emily Boynton, Clint Swift, Bonnie Swift, Cindy Heath, Terri Crane, Virginia Drye

7:20 pm Roll. Emily moved to approve the agenda, Mark seconded. All voted in favor.

Paul Franklin spoke on the structure of meetings. He noted that at town meeting the public is the legislative body, but at board meetings the board is the legislative body and can control the agenda and public comment. He recommended simple rules: be transparent, have rules applied fairly, and don’t be biased. The board can control for length of time that someone can talk to the issue. The board can cut people off if they are being repetitive but can’t do so because of content.

Emily made a motion to limit public comment to the public comment section and part of the discussion of the library director. Jean seconded. All voted in favor.

Announce: Non-public session announcement RSA 91-A:3, II, if necessary
(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 a question about the decision to move the minutes and correspondence to the town office. A suggestion was made to add public comment to the end of the meeting.

Friends Group Updates - Cindy Heath gave PRML update, Emily Boynton gave the Meriden update

Administration
A. Approval of March Minutes. Mark moved that we accept the March 7 minutes, Emily seconded. Nancy Liston and Jean Strong abstained. Mark, Emily, and Suzanne voted in favor. March 22 minutes. Nancy Liston made a
motion to accept the 3/22 minutes with Suzanne’s edits. Mark seconded. All voted in favor.

B. Correspondence – The board received an email from Diane Rogers, two formal written complaints from Bonnie Swift, and handwritten request from Diane McDonald.

C. Donations - $100 Hanover garden club for PRML.

D. Set future meeting dates: 6/6 – Meriden Library, 7/11 - PRML, 8/8 – Meriden Library, 9/12 - PRML). No regular meeting in May due to trustee conference and the need to meet for job interviews.

E. Trustee conference update

F. Other items.

Consultant Reports have been filed with the minutes chronologically by date. Emily made a motion that anonymous correspondence will not be accepted or included in minutes. Mark seconded. All voted in favor.

The board assured that all minutes, including those from non-public sessions that are not sealed, will be available with the public minutes and board materials.

Emily made a motion to remove the 2/2015 automation subcommittee minutes from the public record. Suzanne seconded. Suzanne, Emily, Jean, and Nancy Liston voted yes, Mark voted no.

A copy of the public announcement for Nancy Norwalk’s transition has been included in the minutes.

The board will annually review RSA 91-A rules to assure right-to-know procedures; it had a review on 12/2/2015.

The board announced that the official record of the board’s minutes, correspondence and other documents are filed at the Town Hall in Meriden but that all efforts will be made to keep the Town web-site up-to-date with all of those records.

Reports

A. Directors (Norwalk and King). Suzanne made a motion to authorize Nancy Norwalk to attend an all-day workshop focusing on book preservation for a cost of $20. Emily seconded. All voted in favor.

B. Financial (Pensgen) Mark reimbursed all the trustees individually for library trustee conference. Mark is reimbursing himself for $199 for a printer for PRML.

C. Working Groups

a. Finance – June 1 PRML hour change – PRML will close at 8 pm instead of 9 pm on Mondays and Wednesdays starting June 1. Jean and Suzanne will post announcements in Cornish Connect and Plainfacts. Notice will be posted on town website.

Policies
a. **Trustee Code of Ethics—Third Read** – Nancy Liston made a motion to wave the third reading. Mark seconded. All voted in favor. Mark Pensgen made a motion to approve the code of ethics. Nancy Liston seconded. All voted in favor.

b. **Director Code of Ethics – Second Read**. Nancy Liston made a motion to waive the second reading. Suzanne seconded. All voted in favor.

c. **Meeting Room – Second Read** Nancy Liston made a motion to table the meeting room policy until the subcommittee meets and discusses it. Mark seconded. All voted in favor.

**Other Projects**

A. **Town Survey** – the board approved the survey and will have it posted library websites, town website, attach to meeting minutes.

B. **Library director position** – The board discussed re-advertising the position on listserves and adding it to the Vermont library job listserv. The board will post the description on library websites, the town website. Nancy Liston will request references and make reference calls. Discussion with the public about organizational structure, and public input. Emily said that she talked with the town manager and that the select board and school board have made hiring decisions on their own. The board will meet in late May for interviews and research appropriate background checks for the position. Suzanne will contact the school to get their procedure for background checks on new teacher hires. Suzanne and Emily noted that all volunteers at the school must go through background checks. After the May 1 application deadline, Nancy Liston will let the board know the number of applicants contact the board about setting up interviews for the top three candidates.

C. **Library aide position** – The board tabled a discussion of a proposed job description and advertising until the next meeting.

D. **Meriden Library – building and ADA plan** – Mary King expressed concern regarding delaying action because of another study group and asked the board to start taking action. Ron Eberhardt gave input on the select board’s process and plans. Emily and/or Suzanne will try to attend the next select board meeting.

E. **Discussion of future meeting structure** – table for next meeting.

9:35 Mark Pensgen made a motion to adjourn, Nancy Liston seconded. All voted in favor.

Adjournment at 9:35

Attachments:

Directors Reports [2]
Financial Reports [2]
Town Survey
Early Closing, Saturday, March 12-Town Meeting

**Programs**
- Story Time: 3/3, 10, 24, 31
- Game Time: 3/7, 14, 21
- Book Group: 3/22

**Special Programs**
There were three after-school programs in March. On Tuesday, March 8, I led a program using David Macaulay's new book, *How Machines Work: Zoo Break*. Only three children attended. On Thursday, March 24, Celia Barnett presented a class on paper-folding crafts. 4 children attended. On Tuesday, March 29, Brad Thompson held a maker program with *Strawbees* a prototyping toy that allows children to build with straws. 8 children attended.

**Activities**
I spent 4.5 hours on System Administrator duties; cataloging review, reports, bibliographic records and training a PRML substitute.

**Meetings**
I attended the Friends of the Meriden Library meeting on Monday, March 1.

I was away on vacation from 3/14-3/21.
### Ordinary Income/Expense

#### Income

- **Town Appropriation**
  - Appropriation - FICA: 559.22 / 3,005.00 = -2,445.78
  - Appropriation - Operations: 4,000.00 / 18,648.00 = -14,648.00
  - Appropriation - Salary: 7,310.20 / 39,577.00 = -32,266.80

  **Total Town Appropriation**: 11,869.42 / 61,230.00 = -49,360.58

- **Trust Fund Income**: 360.00 / 700.00 = -340.00

- **Gifts**: 50.00 / 10.00 = 4.00

- **Interest Income**
  - Interest - Checking: 0.31 / 0.00 = 0.31
  - Interest - Savings: 10.17 / 10.00 = 0.17

  **Total Interest Income**: 10.48 / 10.00 = 0.48

  **Total Income**: 12,289.90 / 61,940.00 = -49,650.10

#### Expense

- **Legal Expense**: 19.99 / 0.00 = 19.99

- **Salaries**: 7,310.20 / 39,577.00 = -32,266.80

- **FICA**: 559.22 / 3,005.00 = -2,445.78

- **Library Materials**
  - Audio/Visual: 169.99 / 0.00 = 169.99
  - Books & Magazines: 485.17 / 0.00 = 485.17

  **Library Materials - Other**: 994.13 / 8,000.00 = -7,005.87

  **Total Library Materials**: 1,649.29 / 8,000.00 = -6,350.71

- **Telephone**: 221.17 / 540.00 = -318.83

- **Electricity**: 373.65 / 1,700.00 = -1,326.35

- **Fuel Oil**: 954.95 / 1,768.00 = -813.05

- **Water/Sewer**: 100.00 / 500.00 = -400.00

- **Supplies**: 92.10 / 800.00 = -707.90

- **Postage**: 0.00 / 250.00 = -250.00

- **Professional Activities**: 7.38 / 300.00 = -292.62

- **Programs**: 53.07 / 400.00 = -346.93

- **Furniture/Equipment**: 0.00 / 100.00 = -100.00

- **Maintenance**: 300.00 / 1,800.00 = -1,500.00

- **Automation/Cataloging**: 0.00 / 1,000.00 = -1,000.00

- **Computer/Software**: 0.00 / 1,800.00 = -1,800.00

- **Misc Expense**: 0.00 / 100.00 = -100.00

  **Total Expense**: 11,641.02 / 61,640.00 = -49,998.98

#### Net Ordinary Income

- **Net Ordinary Income**: 648.88 / 300.00 = 348.88

#### Net Income

- **Net Income**: 648.88 / 300.00 = 348.88
<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Jan - Dec 16</th>
<th>Budget</th>
<th>$ Over Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Appropriation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriation - FICA</td>
<td>560.08</td>
<td>3,206.00</td>
<td>-2,645.92</td>
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<tr>
<td>Appropriation - Operations</td>
<td>6,500.00</td>
<td>27,528.00</td>
<td>-21,028.00</td>
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<tr>
<td>Appropriation - Salary</td>
<td>7,321.41</td>
<td>42,214.00</td>
<td>-34,892.59</td>
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<tr>
<td><strong>Total Town Appropriation</strong></td>
<td>14,381.49</td>
<td>72,948.00</td>
<td>-58,566.51</td>
</tr>
<tr>
<td>Trust Fund Income</td>
<td>1,035.00</td>
<td>2,000.00</td>
<td>-965.00</td>
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<td>Gifts</td>
<td>240.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines</td>
<td>-157.05</td>
<td></td>
<td></td>
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<tr>
<td>Interest Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest - Savings</td>
<td>0.18</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Interest Income</strong></td>
<td>0.18</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>15,499.62</td>
<td>74,948.00</td>
<td>-59,448.38</td>
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<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>7,321.41</td>
<td>42,114.00</td>
<td>-34,792.59</td>
</tr>
<tr>
<td>FICA</td>
<td>560.08</td>
<td>3,206.00</td>
<td>-2,645.92</td>
</tr>
<tr>
<td>Library Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Visual</td>
<td>80.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Library Materials - Other</td>
<td>1,032.98</td>
<td>9,200.00</td>
<td>-8,167.02</td>
</tr>
<tr>
<td><strong>Total Library Materials</strong></td>
<td>1,112.98</td>
<td>9,200.00</td>
<td>-8,087.02</td>
</tr>
<tr>
<td>Telephone</td>
<td>337.46</td>
<td>1,200.00</td>
<td>-862.54</td>
</tr>
<tr>
<td>Electricity</td>
<td>810.69</td>
<td>3,000.00</td>
<td>-2,189.31</td>
</tr>
<tr>
<td>Fuel Oil</td>
<td>2,194.86</td>
<td>3,978.00</td>
<td>-1,783.14</td>
</tr>
<tr>
<td>Water/Sewer</td>
<td>47.20</td>
<td>300.00</td>
<td>-252.80</td>
</tr>
<tr>
<td>Supplies</td>
<td>141.45</td>
<td>1,500.00</td>
<td>-1,358.55</td>
</tr>
<tr>
<td>Postage</td>
<td>3.07</td>
<td>250.00</td>
<td>-246.93</td>
</tr>
<tr>
<td>Professional Activities</td>
<td>892.25</td>
<td>300.00</td>
<td>592.25</td>
</tr>
<tr>
<td>Programs</td>
<td>5.28</td>
<td>600.00</td>
<td>-594.72</td>
</tr>
<tr>
<td>Furniture/Equipment</td>
<td>101.86</td>
<td>950.00</td>
<td>-848.14</td>
</tr>
<tr>
<td>Elevator</td>
<td>416.66</td>
<td>1,700.00</td>
<td>-1,283.34</td>
</tr>
<tr>
<td>Maintenance</td>
<td>467.46</td>
<td>3,350.00</td>
<td>-2,882.54</td>
</tr>
<tr>
<td>Automation/Cataloging</td>
<td>0.00</td>
<td>1,000.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>Computer/Software</td>
<td>0.00</td>
<td>1,800.00</td>
<td>-1,800.00</td>
</tr>
<tr>
<td>Misc Expense</td>
<td>0.00</td>
<td>100.00</td>
<td>-100.00</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>14,412.71</td>
<td>74,548.00</td>
<td>-60,135.29</td>
</tr>
<tr>
<td>Net Ordinary Income</td>
<td>1,086.91</td>
<td>400.00</td>
<td>686.91</td>
</tr>
<tr>
<td>Net Income</td>
<td>1,086.91</td>
<td>400.00</td>
<td>686.91</td>
</tr>
</tbody>
</table>
“Great job increasing digital offerings and making the two libraries more integrated!”

“Thanks for asking these questions. It's good to feel as if you want our opinions.”

“A library is a community asset. Both libraries give us a return on our investment far greater than we realize.”

Executive Summary
The Plainfield Library Board of Trustees initiated a survey in 2015 to understand the library needs of the citizens of Plainfield, and to inform the strategic planning process for the library system.

The survey consisted of 52 questions, and was administered on behalf of both the Meriden Library and Philip Read Memorial Library. Responses were received both electronically (228) and in paper format (21). Of the 249 total responses received, there were 15 non-resident respondents. Exactly 50 percent (50%) of registered patrons completed the survey.

Highlights of the survey results include:

- General satisfaction with library services and programs
- More hours and staffing to accommodate additional adult education/training programs and author/literary events and STEM programming for youth
- Books are the most important service provided by the libraries
- Staff available to assist with patrons in person and technology are also important
- The libraries serve as a vital community gathering place
- Social media is not heavily used by respondents, but 75 percent (75%) have e-readers

Of those participating, the top very important items for future improvements to the Philip Read Memorial Library were:

- Finishing the PRML basement rooms*
- Air conditioning for PRML
- Expanded collections

Of those participating, the top very important items for future improvements to the Meriden Library were:

- Adding handicapped access
- Expanding the Meriden Library
- More comfortable reading areas

Respondents expressed the importance of equitable treatment of the libraries in terms of hours open, staffing, and services, and would like to see more joint programming between the two libraries.

Overview

Surveys were distributed in paper format at each library, and at locations around Plainfield and Meriden. Electronic surveys were available via a link on the library websites and Facebook pages.
Residents self-identified their neighborhood, and of those who selected Meriden, 87 percent (87%) completed the Meriden survey, and of those who selected Plainfield, 84 percent (84%) completed the Plainfield survey. It was evident throughout the survey that respondents used the services of the library closest to their neighborhood. Additional survey response data is outlined in Table 1.

Table 1. Survey Responses

<table>
<thead>
<tr>
<th>Neighborhood</th>
<th>Online</th>
<th>Manual</th>
<th>Total</th>
<th>% Town Population*</th>
<th>% Registered Patrons**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plainfield</td>
<td>136</td>
<td>19</td>
<td>155</td>
<td></td>
<td>24%</td>
</tr>
<tr>
<td>Meriden</td>
<td>92</td>
<td>2</td>
<td>94</td>
<td></td>
<td>26%</td>
</tr>
<tr>
<td>Totals</td>
<td>228</td>
<td>21</td>
<td>249</td>
<td>11%</td>
<td>50%</td>
</tr>
</tbody>
</table>

*2,347 Plainfield Population  
**Meriden Registered Patrons = 366, Plainfield Registered Patrons = 637 (2014 State Data)

I. General Library Services

A. Library Visits

Respondents were asked how many times they visited the libraries in a one month period. Most people visited more than five times per month in Meriden, and less than one time per month in Plainfield. Figure 1 shows the frequency of visits for each library.
When asked to identify reasons they did not visit the library more than 5 times in a one month period (13 responses in Meriden, 94 responses in Plainfield), Meriden users identified lack of
time (39 percent), inconvenient hours (23 percent), and the ability to find information elsewhere (31 percent), and Plainfield users identified feeling unwelcome (62 percent) and poor service (75 percent).

Regarding online use from outside the library (home, school, work) in the previous three months, of the 234 responses, 180 users (77 percent) have accessed the libraries online at least 5 times.

Other libraries used by respondents were primarily the Plainfield School, Lebanon and Kilton, Hanover, and Dartmouth.

B. Patron Activities

When asked what they typically do when visiting the library, the majority of respondents from both libraries indicated checking out books as the primary activity, followed by checking out DVDs/CDs. Other activities in the top 10 list of activities for both libraries are as follows:

- Attend programs, meetings, events
- Read and/or check out magazines and newspapers
- Request inter-library loan
- Get help from library staff

Other top activities reported for Plainfield residents indicate that they view the library as a community information and services center for purchasing trash stickers, getting information about Town business, accessing downloadable books, donating to the Friends’ book sale, and buying gifts for example. In Meriden, additional uses include accessing downloadable books/CDs meeting a friend, sharing time with children, bringing visitors, computer use and research. The top 10 activities for each library are shown in Tables 2 & 3. Activities in bold were identified as common to all respondents.

Table 2. Top 10 Activities - Meriden Library
Plainfield Library System Strategic Planning Survey - Meriden Library

What do you typically do when you visit the Meriden Library building? Choose all that apply.

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check out books</td>
<td>96.7%</td>
<td>88</td>
</tr>
<tr>
<td>Check out DVDs/CDs</td>
<td>73.6%</td>
<td>67</td>
</tr>
<tr>
<td>Attend programs - Children/Family/Adult</td>
<td>65.9%</td>
<td>60</td>
</tr>
<tr>
<td>Attend a meeting or event</td>
<td>56.0%</td>
<td>51</td>
</tr>
<tr>
<td>Read and browse at the library</td>
<td>54.9%</td>
<td>50</td>
</tr>
<tr>
<td>Request inter-library loan</td>
<td>54.9%</td>
<td>50</td>
</tr>
<tr>
<td>Visit with friends or spend time with my children</td>
<td>50.5%</td>
<td>46</td>
</tr>
<tr>
<td>Check out audio books</td>
<td>45.1%</td>
<td>41</td>
</tr>
<tr>
<td>Get help from library staff</td>
<td>45.1%</td>
<td>41</td>
</tr>
<tr>
<td>Read and/or check out magazines and/or newspapers</td>
<td>44.0%</td>
<td>40</td>
</tr>
</tbody>
</table>

Table 3. Top 10 Activities - Philip Read Memorial Library

Plainfield Library System Strategic Planning Survey - Philip Read Memorial Library

What do you typically do when you visit the Philip Read Memorial library building? Choose all that apply.

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check out books</td>
<td>86.0%</td>
<td>129</td>
</tr>
<tr>
<td>Check out DVDs/CDs</td>
<td>60.0%</td>
<td>90</td>
</tr>
<tr>
<td>Access NH Downloadable Audio Books</td>
<td>46.7%</td>
<td>70</td>
</tr>
<tr>
<td>Access NH Downloadable Books</td>
<td>44.7%</td>
<td>67</td>
</tr>
<tr>
<td>Read and/or check out magazines and newspapers</td>
<td>24.0%</td>
<td>36</td>
</tr>
<tr>
<td>Buy a gift, PlainFacts or trash stickers</td>
<td>23.3%</td>
<td>35</td>
</tr>
<tr>
<td>Request inter-library loan</td>
<td>20.0%</td>
<td>30</td>
</tr>
<tr>
<td>Use meeting room - Attend a meeting, program or event</td>
<td>20.0%</td>
<td>30</td>
</tr>
<tr>
<td>Drop off books for the Friend's book sale to benefit the PRML</td>
<td>19.3%</td>
<td>29</td>
</tr>
<tr>
<td>Get help from library staff</td>
<td>18.7%</td>
<td>28</td>
</tr>
</tbody>
</table>

C. Finding Materials at the Library

Participants were asked if they found what they were looking for on their most recent visit to the library. In Meriden, 96 percent answered yes, and in Plainfield, 51 percent answered yes. A
follow up question asking why patrons were unable to find what they were looking for indicated the following:

- item was checked out
- library had no material on the subject
- staff requested material from another library
- staff could not find the material
- information/services needed were not available

Participants were asked if they generally found what they were looking for in the libraries. The majority of Meriden respondents (97 percent) reported being able to find what they were looking for always or sometimes, and Plainfield respondents (51 percent) reported being able to find what they were looking for always or sometimes, and 41 percent reported rarely being able to find what they were looking for.

D. Helpfulness of Staff

When asked to rate the level of service received by the staff, approximately half of Plainfield respondents indicated the staff was pleasant, welcoming, helpful, and knowledgeable, while half indicated the staff was not helpful or knowledgeable. The majority of Meriden respondents indicated the staff was pleasant, welcoming, helpful, and knowledgeable.

E. Importance of Library Services

In rating importance of the various library services, both groups of respondents cited staff available to assist with patrons in person as the second most important service, with NH downloadable books identified as the most important for Plainfield respondents, and Collections/Material - Books identified as the most important for Meriden respondents. The top 10 most important services for each library are shown in Tables 4 & 5. The services listed in the top 10 as important to both sets of respondents listed below:

- Collections/Material - Books
- Staff available to assist with patrons in person
- Staff available to assist with technology
- Current hours of operation
- Trainings and classes
- Using library computers

Table 4. Importance of Library Services - Meriden Library
Table 5. Importance of Library Services - Philip Read Memorial Library

<table>
<thead>
<tr>
<th>Service/Activity</th>
<th>Very Important</th>
<th>Somewhat Important</th>
<th>Not Very Important</th>
<th>Not Important at All</th>
<th>Not Applicable</th>
<th>Total Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff available to assist patrons (in person)</td>
<td>69</td>
<td>16</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>87</td>
</tr>
<tr>
<td>Programs for children including literacy, cultural or</td>
<td>60</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>8</td>
<td>84</td>
</tr>
<tr>
<td>civic events</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff available to assist with technology</td>
<td>52</td>
<td>17</td>
<td>7</td>
<td>5</td>
<td>5</td>
<td>86</td>
</tr>
<tr>
<td>Current hours of operations</td>
<td>51</td>
<td>34</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>87</td>
</tr>
<tr>
<td>NH Downloadable Audio Books</td>
<td>47</td>
<td>10</td>
<td>11</td>
<td>8</td>
<td>7</td>
<td>83</td>
</tr>
<tr>
<td>Trainings and classes</td>
<td>47</td>
<td>8</td>
<td>15</td>
<td>8</td>
<td>7</td>
<td>85</td>
</tr>
<tr>
<td>Using library computers</td>
<td>46</td>
<td>11</td>
<td>8</td>
<td>9</td>
<td>9</td>
<td>83</td>
</tr>
<tr>
<td>Collections/Material (Magazines and Newspapers)</td>
<td>44</td>
<td>21</td>
<td>12</td>
<td>4</td>
<td>3</td>
<td>84</td>
</tr>
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</table>

Table 6. Satisfaction With Library Services - Meriden

<table>
<thead>
<tr>
<th>Service/Activity</th>
<th>Very Important</th>
<th>Somewhat Important</th>
<th>Not Very Important</th>
<th>Not Important at All</th>
<th>Not Applicable</th>
<th>Total Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections/Material (Books)</td>
<td>84</td>
<td>18</td>
<td>9</td>
<td>16</td>
<td>6</td>
<td>133</td>
</tr>
<tr>
<td>NH Downloadable Books</td>
<td>83</td>
<td>25</td>
<td>5</td>
<td>14</td>
<td>5</td>
<td>132</td>
</tr>
<tr>
<td>Staff available to assist with technology</td>
<td>75</td>
<td>27</td>
<td>18</td>
<td>11</td>
<td>7</td>
<td>138</td>
</tr>
<tr>
<td>NH Downloadable Magazines</td>
<td>72</td>
<td>13</td>
<td>15</td>
<td>24</td>
<td>6</td>
<td>132</td>
</tr>
<tr>
<td>Using library computers</td>
<td>72</td>
<td>26</td>
<td>12</td>
<td>18</td>
<td>8</td>
<td>136</td>
</tr>
<tr>
<td>Downloadable Newspapers</td>
<td>67</td>
<td>13</td>
<td>18</td>
<td>24</td>
<td>7</td>
<td>129</td>
</tr>
<tr>
<td>Trainings and classes</td>
<td>66</td>
<td>35</td>
<td>14</td>
<td>10</td>
<td>6</td>
<td>131</td>
</tr>
<tr>
<td>Collections/Material (Books)</td>
<td>60</td>
<td>78</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>144</td>
</tr>
<tr>
<td>Staff available to assist patrons (in person)</td>
<td>53</td>
<td>86</td>
<td>6</td>
<td>0</td>
<td>1</td>
<td>146</td>
</tr>
<tr>
<td>Current hours of operations</td>
<td>45</td>
<td>94</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>148</td>
</tr>
</tbody>
</table>

F. Satisfaction With Library Services

Respondents were asked about their level of satisfaction with library services. Both survey groups indicated they were very satisfied or somewhat satisfied with several common areas:

- Staff available to assist patrons in person & by phone
- Collections/Material (Books)
- Collections/Material (DVDs)
- Collections/Material (Magazines and Newspapers)

The top 10 areas of satisfaction are shown in Tables 6 & 7, with preferences common to both libraries in bold.
Table 7. Satisfaction with Library Services - PRML

G. Hours of Operation

Respondents were generally satisfied with the hours of operation at both libraries, with Plainfield respondents being somewhat less satisfied. The comments indicated a preference for more hours for both libraries, that both libraries be open the same number of hours, and that both libraries stay open until 8 pm.

In a follow up question about which times would be most convenient if additional hours were added, Meriden respondents indicated Mondays & Fridays, 1-6 pm, and Plainfield respondents indicated Mondays & Wednesdays, 1-6 pm.

H. Services Important for the Entire Plainfield Community
Looking at the community as a whole, both sets of respondents indicated the same two priorities for what the Plainfield libraries should offer:

1. Providing materials (books, magazines, DVDs, Music CDs, online content)
2. Offering a community gathering place

II. Collections & Programming

A. Importance of Collections

Respondents were asked what components of the library collections they felt were the most important. Downloadable books and audiobooks were identified as the most important for Plainfield respondents, while adult and children’s books were the most important for Meriden respondents. The top five collection preferences are shown in Tables 8 & 9.

Table 8. Importance of Collections - Meriden Library

Plainfield Library System Strategic Planning Survey - Meriden Library

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Very important</th>
<th>Somewhat important</th>
<th>Not very important</th>
<th>Not important at all</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>77</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Children’s Books</td>
<td>63</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>NH Downloadable Audio Books</td>
<td>50</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>NH Downloadable Books</td>
<td>47</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>DVDs/music CDs</td>
<td>45</td>
<td>24</td>
<td>6</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 9. Importance of Collections - Philip Read Memorial Library
B. Adult & Youth Programs

When asked to identify which adult programs were most important, both sets of respondents identified Computer Use/Technology Training and Author/Literary Events as the most important/somewhat important. For Meriden respondents, Genealogy Group and Business/Career Assistance were rated not very important. For Plainfield respondents, Current Events, Health/Wellness, Film/Music events, and Business/Career Assistance were rated not very important.

Regarding children’s programs, the responses varied. The Summer Reading Program was rated very important/somewhat important by both sets of respondents. The Summer Theater Performances were rated not important at all for Plainfield respondents, and rated low for Meriden respondents. Additional responses are shown in Tables 10 and 11.

Table 10. Importance of Teen/Children’s Programs

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Very important</th>
<th>Somewhat important</th>
<th>Not very important</th>
<th>Not important at all</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Reading Program</td>
<td>61</td>
<td>6</td>
<td>2</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Author/literary (Author or Book Illustrator programs)</td>
<td>54</td>
<td>12</td>
<td>2</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>After School Programs</td>
<td>54</td>
<td>13</td>
<td>1</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Entertainment (movies, performers)</td>
<td>49</td>
<td>14</td>
<td>5</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Technology (gaming, digital learning)</td>
<td>43</td>
<td>11</td>
<td>10</td>
<td>4</td>
<td>11</td>
</tr>
<tr>
<td>Story Hours</td>
<td>43</td>
<td>22</td>
<td>5</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Special programs - Summer theatre performances</td>
<td>20</td>
<td>19</td>
<td>13</td>
<td>8</td>
<td>17</td>
</tr>
</tbody>
</table>

Table 11. Importance of Teen/Children’s Programs
C. Special Collections

For Meriden respondents, 75 percent were familiar with the Special Collections material offered at the library, and 59 percent of Plainfield respondents were familiar with the Special Collections material.

Regarding the importance of the Special Collections, both sets of respondents were evenly divided between considering the collection important vs. not important. Responses are shown in Figures 2 and 3.
Figure 3. Importance of Special Collection - Philip Read Memorial Library

How important is the availability and accessibility of the special collection as a resource to the library, researchers and the Town of Plainfield?

- Very important
- Somewhat important
- Not important
- Not important at all
- Other (please specify)
III. Technology & Communications

Respondents were asked for their feedback on the web pages and social media. In both libraries, 85% of the patrons are finding what they need on the website. Fifteen percent (15%) of those responding did not use the web page. Table 12 shows the top 5 website uses for each library.

**Table 12. Top 5 Website Uses**

<table>
<thead>
<tr>
<th>Meriden Library Top 5 Website Uses</th>
<th>Philip Read Top 5 Website Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated online catalog to look at the collection</td>
<td>Check out the calendar of events</td>
</tr>
<tr>
<td>Check out the calendar of events</td>
<td>See what is new at the library - including new books</td>
</tr>
<tr>
<td>See what is new at the library - including new books</td>
<td>Automated online catalog to look at the collection*</td>
</tr>
<tr>
<td>Download an ebook or e-audio book from NH Downloadables</td>
<td>Access Plainfield maps*</td>
</tr>
<tr>
<td>Automated online catalog to reserve a book</td>
<td>Access link to the Library Board of Trustees minutes, agenda, and meeting times on Town of Plainfield website*</td>
</tr>
</tbody>
</table>

*Three way tie

Several comments were made that respondents did not know all that was available on the websites.

Currently, Facebook is not heavily used by patrons at either library.

The majority of the respondents have Comcast Cable Internet Service followed by DSL. Thirty five percent (35%) of respondents have Smartphones. PRML has a high percentage (18%) of satellite internet providers. More than half respondents use Netflix or another online provider for digital movies.

Over 75% of the respondents had an e-reader.

A question was asked on how respondents find out about events at happening at the libraries. Philip Read Memorial Library appears to have a larger audience with PlainFacts (follows Word of Mouth in Meriden). The Meriden Library is using email to patrons more than PRML. Connect Cornish was used more by PRML patrons than ML patrons. Table 13 illustrates how respondents learn about library events.

**Table 13. Primary Ways Respondents Learn About Library Events**

<table>
<thead>
<tr>
<th>Meriden Library</th>
<th>Philip Read Memorial Library</th>
</tr>
</thead>
</table>


### IV. Future Needs & Preferences

#### A. Top Five Priorities

Respondents were asked to rank the **top five priorities for each library**. It is interesting to note that additional hours was ranked highest and technology ranked lowest for Meriden respondents. Yet it is the exact opposite for Philip Read respondents where technology was ranked highest and additional hours lowest, as shown in **Table 14**.

### Table 14. Library Priorities

<table>
<thead>
<tr>
<th>Meriden Library</th>
<th>PRM Library</th>
<th>Priorities for the Libraries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>Additional Hours</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Additional Staffing</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Additional books, DVDs, CDs, Audiobooks, etc.</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Additional electronic services (e.g. downloadable books, audio, music, databases)</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>Additional computers with new technology</td>
</tr>
</tbody>
</table>
B. Future Funding Priorities

Respondents were asked the following question for both Meriden and Philip Read Memorial Library: “Keeping in mind that funding (taxpayer dollars) and/or fundraising is limited, how important would you rate the following for each library looking out 3 - 5 years.”

Of those participating, the top very important items for Philip Read were:
- Finishing the PRML basement rooms
- Air conditioning for PRML
- Expanded collections

The items listed as somewhat important for Philip Read were:
- More comfortable reading area
- More work space/table space
- Increasing the number of computers available for the public.

Of those participating, the top very important items for Meriden Library were:
- Adding handicapped access
- Expanding the Meriden Library
- More comfortable reading areas

Of those participating, the somewhat important items Meriden Library were:
- More work and table space
- More open hours
- More afternoon/summer/vacation programs

In both Meriden Library and PRML surveys, Sunday hours, additional business services, and more online databases were considered unimportant.

C. Ideas for Improvement

When asked about potential ideas for both libraries, the results were the same in what respondents were interested in. The Top 10 ideas are shown in Table 15.
Table 15. Top Ten Ideas for Improvement

<table>
<thead>
<tr>
<th>Rank</th>
<th>Priority</th>
<th>Program Idea</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>Expanded collections (Book, audio, DVD Movies)</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Downloadable movies and programs (Stream from home)</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>Science, Technology, Engineering &amp; Math (STEM) Programs for Children</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Technology classes (Downloading e-books, using online databases, basic computer skills)</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>E-readers/IPads or Chrome books for use in the library</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>E-readers/IPads, or Chrome books to check out and take home</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>Arts and Music Programs</td>
</tr>
<tr>
<td>8</td>
<td>7</td>
<td>Stronger WiFi signal</td>
</tr>
<tr>
<td>9</td>
<td>11</td>
<td>Children's activity book bags to check out</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Additional meeting rooms</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>Circulating things other than books (tools, garden tools, etc.)/Seed Saver</td>
</tr>
<tr>
<td>12</td>
<td>9</td>
<td>Do It Yourself Programs</td>
</tr>
</tbody>
</table>

D. Program Ideas

When asked to list some program ideas that they would like to see at the library (adult, children, young adult, senior citizens, etc.), respondents provided the following suggestions, shown in Table 16.

Table 16. Program Ideas
<table>
<thead>
<tr>
<th>Meriden Library</th>
<th>Philip Read Memorial Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>More STEM Programming (14)</td>
<td>Senior Programs (7)</td>
</tr>
<tr>
<td>Teen/tween fantasy group.</td>
<td>STEM Programming (6)</td>
</tr>
<tr>
<td>Music Programs</td>
<td>Ipad &amp; Iphone Q &amp; A (3)</td>
</tr>
<tr>
<td>Mesh senior citizens with young children,</td>
<td>Community Reads - like Grapes of Wrath, authors</td>
</tr>
<tr>
<td>adult craft or a similar social activity</td>
<td>talking about their favorite books</td>
</tr>
<tr>
<td>Moon gazing, nature programs, etc. For children</td>
<td></td>
</tr>
<tr>
<td>and adults.</td>
<td></td>
</tr>
<tr>
<td>Musical programs for the children, more hands on</td>
<td>Film Series featuring several themes and topics</td>
</tr>
<tr>
<td>programs for the children</td>
<td></td>
</tr>
<tr>
<td>Programs about the town history geared to children</td>
<td>More education-focused classes would be better</td>
</tr>
<tr>
<td>Author talks</td>
<td>Learn more about the Cornish Colony -- perhaps a</td>
</tr>
<tr>
<td></td>
<td>program of what was happening in the three</td>
</tr>
<tr>
<td></td>
<td>villages of the Town of Plainfield 100 years ago</td>
</tr>
<tr>
<td>Something similar to TED talks</td>
<td>Mid-week story time (not Saturdays)</td>
</tr>
<tr>
<td>Crafty things for both kids and adults, more adult</td>
<td>Knitting Night</td>
</tr>
<tr>
<td>crafts or game nights.</td>
<td></td>
</tr>
<tr>
<td>Art Programs. Learning about famous artists and</td>
<td>Bridge lessons for seniors, cribbage too</td>
</tr>
<tr>
<td>their works</td>
<td></td>
</tr>
<tr>
<td>Psychology programs, behavior, puzzles,</td>
<td>International or independent film night and</td>
</tr>
<tr>
<td>problems and discovery</td>
<td>discussion</td>
</tr>
<tr>
<td>Science programs, earth, space, environment and</td>
<td>Digital security, fire safety</td>
</tr>
<tr>
<td>biology</td>
<td></td>
</tr>
<tr>
<td>Local residents sharing their knowledge of various</td>
<td>A lecture series</td>
</tr>
<tr>
<td>types of collections (including displays in the</td>
<td></td>
</tr>
<tr>
<td>glass cases) or travel experiences</td>
<td></td>
</tr>
<tr>
<td>Technology room at the Meriden Library</td>
<td>Poetry reading evenings</td>
</tr>
</tbody>
</table>

### E. Ideas to Increase Library Usage

The participants in the survey were asked to provide **one or two improvements that the Plainfield Library System could make to increase usage of the libraries.** Table 17 below shows the improvements recommended for Meriden, PRML, and the Trustees.

<p>| Table 17. Improvement Suggestions to Increase Library Usage |
|-----------------------------------------------------------|---------------------------------------------------|
| Meriden Library (ML) Philip Read Memorial Library (PRML) | Trustees                                         |</p>
<table>
<thead>
<tr>
<th>ML</th>
<th>-Make the ML handicapped accessible and provide more space (32)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ML</td>
<td>- More equity in budgets for both libraries in town (2)</td>
</tr>
<tr>
<td>ML</td>
<td>- More hours (2)</td>
</tr>
<tr>
<td>ML</td>
<td>- Increase collections of books</td>
</tr>
<tr>
<td>ML</td>
<td>- better education on what's available online</td>
</tr>
<tr>
<td>ML</td>
<td>- Easier database search while in the library</td>
</tr>
<tr>
<td>ML</td>
<td>- Simpler and cleaner web site</td>
</tr>
<tr>
<td>ML</td>
<td>- Classes on technology use</td>
</tr>
<tr>
<td>ML</td>
<td>- More evening educational programs</td>
</tr>
<tr>
<td>ML</td>
<td>- Book reviews on-line</td>
</tr>
</tbody>
</table>

| PRML | - More open hours (11)                                         |
| PRML | - Better staff training on computers/technology (10)           |
| PRML | - Get rid of the VHS tapes(6)                                   |
| PRML | Finishing the basement (6)                                     |
| PRML | - Continue to declutter (6)                                    |
| PRML | - Air conditioning (5)                                         |
| PRML | - Continue adding technology and digital services (downloading e and audio books, online catalog, etc) (5) |
| PRML | - Improved children's (free) programs - STEM - Teens (4)       |
| PRML | - Get rid of the fines (4)                                     |
| PRML | Collection - Continuing to expand the range of books chosen both in fiction and non-fiction (4) |
| PRML | - remove outdated books (3)                                    |
| PRML | - Improve customer service (3)                                 |

| Trustees | - Stop bickering                                               |
| Trustees | - New Trustee board very biased against PRML, Friends & volunteers; play a leadership role |
in getting basement & A/C completed at PRML

Trustees - New Library Board that it committed to resolving issues, not creating them; board that respects volunteers

Trustees - Two boards committed to local communities

Trustees - The PRML staff is frustrated and stressed; Instead of giving them help, you have created a competition between the two libraries; they try their best but they never had a chance with the poor training, follow up, and unreasonable demands put on them; give them the support they need - it will pay back many times over

Trustees - Better collaboration on collections to make more available to the town

Trustees - One library to serve one town - resources of money, volunteers, staff stretched too thinly to support two libraries for population of 2300

Trustees - Would like interlibrary loans to be more rapid

Trustees - More integration between the libraries

Trustees - The Trustees deserve an award from the town for demanding improvements at PRML

Trustees - Need to change from all-knowing command & control to inviting & participatory. Stop Meriden Library can do no wrong & Philip Read Memorial Library can do nothing right. Insane.

Trustees - Online checkout - order from Meriden, delivered to Plainfield

Trustees - Go back to stamping books! Lose paper

Trustees - Board be more supportive of Nancy and the Plainfield Library

<table>
<thead>
<tr>
<th>F. Expanded Collaboration</th>
</tr>
</thead>
</table>

Respondents were given this statement and question, **“We are three villages within the Town of Plainfield with two distinct, different public libraries. Throughout the years, they have shared and collaborated programs and resources. What ways do you believe that this collaboration should be expanded?”** Table 17 shows the responses.

<table>
<thead>
<tr>
<th>Joint programs (14)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two libraries (15)</td>
</tr>
<tr>
<td>One Library (7)</td>
</tr>
<tr>
<td>One Director - One library system (5)</td>
</tr>
<tr>
<td>Feedback for the Trustees</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>The final question was to provide any feedback to the Trustees. A summary of that follows:</td>
</tr>
<tr>
<td>Good job trustees (35)</td>
</tr>
<tr>
<td>Improve service and results at PRML (12)</td>
</tr>
<tr>
<td>Improve Friends of PRML relationship with Trustees and vice versa (11)</td>
</tr>
<tr>
<td>Two boards for two libraries (6)</td>
</tr>
<tr>
<td>Good job Mary (6)</td>
</tr>
<tr>
<td>Expand Meriden (5)</td>
</tr>
<tr>
<td>Good Job Nancy (5)</td>
</tr>
<tr>
<td>Budget equitably (5)</td>
</tr>
<tr>
<td>Good job PRML Staff (4)</td>
</tr>
<tr>
<td>End divisiveness and favoritism (4)</td>
</tr>
</tbody>
</table>
VI. Demographics

Respondents identified the ages of family members who use the libraries. Of the respondents in Plainfield, the highest percentage of users was in the 50-59 year old cohort (45%). Of the respondents in Meriden, the highest percentage of users was in the 0-10 year old cohort (49%). The majority of respondents (65 percent) were college educated. A total of 34 individuals with disabilities responded to the survey.
8:34 am  Roll call, approval of agenda

Announce:  Non-public session announcement RSA 91-A:3, II, if necessary
   (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.

Election of Officers – Nancy Liston made a motion that Emily Sands be Chair. Jean Strong seconded. All voted in favor.
Nancy Liston made a motion to nominate Suzanne Spencer as Secretary, Mark Pensgen seconded. All voted in favor.
Suzanne Spencer nominated Mark Pensgen to be treasurer and Nancy Liston to be vice chair. Emily seconded. All voted in favor.

Administration – Suzanne made a motion to move correspondence and minutes to the town office to better respond to inquiries about records. Nancy Liston seconded. All voted in favor.

Discussion of Right to Know Workshop

Election of working groups and liaisons
Nancy Liston nominated Jean Strong as liaison to the PRML Friends Group. Mark Pensgen seconded. Nancy Liston nominated Emily Sands to be liaison to the Meriden Friends Group. Mark Pensgen seconded. All voted in favor.

Working Groups – NL made motion to approve the nominations as read:
   HR working – Emily Sands, Suzanne Spencer
   Facilities – Jean Strong, Suzanne Spencer
   Policies – Nancy Liston, Jean Strong
   Finance – Emily Sands, Mark Pensgen

MP seconded. All voted in favor.

Projects – The board discussed and edited the second draft of the Library Director job description

Suzanne left the meeting at 9:30

The board voted unanimously to approve the job description. The board will advertise the position in the Valley News, the NL Library Listserve, LUV Listserve, Cornish Connect, and Upper Valley Listserve.
9:45 am – the board voted unanimously to adjourn the meeting Adjourn

Attachments: Job Description [1]
Introduction
The Plainfield Public Library Trustees seek an individual for the position of Library Director. The Director is responsible for all library operations and for developing, managing, and implementing its programs and services for a population of approximately 2400 with a range of ages, and interests at the Meriden Library and Philip Read Memorial Library. The Director reports to and works in close cooperation with the Plainfield Library Board of Trustees. The director will provide leadership, direction and professional guidance in the delivery of library services at two public libraries. This position offers a unique opportunity for a passionate and visionary individual to build on the Libraries current strengths and to identify opportunities for the future.

EDUCATION:

The library director will have a Master of Library Science (MLS) degree from an ALA-accredited institution OR an equivalent combination and experience substituting on the bases of one year for each year of education.

EXPERIENCE:

A minimum of three years professional public library experience and supervisory experience is preferred.

EXAMPLES OF DUTIES:

Supervise the Staff

1. Serve as chief administrator of the library system and supervise daily operations.
2. Train, develop, and evaluate all staff members. The Director will recommend staff training and hiring to the Library Board of Trustees.
3. Schedule staff to ensure at least two staff members are on duty when the libraries are open.

Manage the Library Building and Grounds
Oversee maintenance and repairs of building, equipment, furnishings, and grounds.

Maintain Working Relationship with Board of Trustees
1. Work with the Board of Trustees to promote the library and its activities.
2. Carry out policies of the library as prescribed by the Board of Trustees.
3. Attend all meetings of the Board of Trustees.
4. Assist Board of Trustees in updating policies and job descriptions as needed.
5. Act with the Board of Trustees to resolve any complaints concerning library materials, policies, or management.

Ensure Library is Operated in a Fiscally Responsible Manner
1. Work with the treasurer to prepare the annual budget.
2. Keep expenditures within the annual budget.

Keep Library Technology Current and Assimilate into Programs
1. Develop and support computer information services to fit the needs and interests of the community.
3. Work constructively with IT support.

Coordinate with Other Libraries
1. Participate in New Hampshire Automated Information System (NHAIS) for interlibrary loans and listserv.
2. Administer Interlibrary Loan program.
3. Attend meetings, seminars, and workshops offered by the New Hampshire State Library and the LUV Cooperative.

General Duties:

1. Assist patrons as needed.
2. Assemble, preserve, and administer an organized library collection using the guidelines set forth in the library policies.
3. Determine use of or disposition of donated materials.
4. Oversee circulation and work at the desk as needed.
5. Continually update the library website and Facebook page.
6. Prepare annual reports for the town’s annual report and for the New Hampshire State Library.
7. Attend Town Meeting to answer questions about library.
8. Work with Friends Groups to help create priority lists for fundraising.
9. Plan programs for children and adults and exhibitions and displays.
10. Oversee use of the meeting room.
11. Compile and provide usage statistics to the Board of Trustees.
12. Oversee the special collections database to enhance the Cornish Colony, Maxfield Parrish, and Plainfield NH historical collection.
13. Help the board of trustees develop plans for ADA compliance at both libraries.
14. Other duties.

WORKING CONDITIONS:

- Normal office environment not subject to extreme temperatures, noise, odors, etc.
- Extended periods of time on computer and phone requiring hand-eye coordination and finger dexterity.
- Regularly required to walk, stand, sit, bend, and reach.
- Regularly required to lift books, materials, equipment.
- Must be able and willing to work a flexible schedule which includes evenings and weekends and occasional periods of extended hours.
- Must be able to travel between home and work. No public transportation is available.

Supervision Received
Works under the general supervision of the Plainfield Library Trustees.

Hours and Salary Range:
The Director will work 29 hours per week, some at each library. Starting salary is $18/hour. Potential exists for position enhancement to become a full-time benefitted position.

Start Date: July 5

Application Close: May 1, 2016. Please provide cover letter of interest and resume to Nancy.Liston@Plainfieldlibraries.org.
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
March 7, 2016; Meriden Library  
7:00 PM

Approved Minutes

Present: Mark Pensgen, Anita Brown, Emily Sands, Suzanne Spencer, Mary King, director, Nancy Norwalk, director 
Absent: Nancy Liston

Members of the Public: Steve Halleran, Ron Eberhardt, Terri Crane, Bev Widger, Rod Wendt, Brad Thompson, Clint Swift, Bonnie Swift, Diane Rodgers, Penne Armstrong, Amy Lappin, Susan Russo, Diane McDonald, Fiona Tilles, Larry Rodgers

7:06 pm Call to Order:

A. Roll call, approval of agenda – All voted in favor to accept the agenda.

Suzanne made a motion to keep public comment to sections of the agenda designated for public comment. Anita seconded. All voted in favor.

B. Announce: Non-public session announcement RSA 91-A:3, II, if necessary
   (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 comments – Bonnie Swift filed two complaints: one for not getting back to her about documents that she said were missing, the second about complaint about an email trustee Nancy Liston sent from her private email account about a submission that didn’t appear in Plainfacts. The board said that it checked the correspondence at PRML and no correspondence is known to be missing. If any specific piece of correspondence is missing, anyone can contact the board about it and the board will act to replace it. The board will take both complaints under advisement.

Friends -
   A. Meriden – planning poetry night in April.
   B. Philip Read – Task force for activities.

Administration
   A. Approval of February Minutes – Mark made a motion to accept both sets of February minutes. Emily seconded. All vote in favor.
   B. Correspondence - emails from Bonnie Swift and Maria Guzman
   C. Donations $240 in honor of Al Grindle. Suzanne made a motion to accept the donation. Anita seconded. All voted in favor.
   D. Other- Suzanne made a motion to ask the town moderator to moderate one or two meetings in the spring. Mark Seconded. All voted in favor.

7:45-8:00 pm Reports
   A. Directors (Norwalk and King) Anita made a motion to accept the directors’ (King written and Norwalk verbal) reports. Mark seconded. All voted in favor.
B. Financial (Pensgen) – upcoming vacation. Emily made a motion to offer 2.5 percent raise to all employees as of April 1, commensurate with the passing of the budget. Anita seconded. All voted in favor. Anita made a motion to accept the treasurer’s report. Suzanne seconded. All voted in favor.

Projects—Near Term
A. Policies
   a. ADA Policy—Anita made a motion to dispense with the full reading of the ADA policy. Suzanne seconded. All voted in favor. Emily made a motion to accept the full reading of the ADA policy. Anita seconded. All voted in favor.
   b. Trustee Code of Ethics—Second read – Suzanne made a motion to dispense with the full reading of the policy. Anita seconded. All voted in favor. Suzanne made a motion to add clause about staff evaluations back in. Mark Seconded. All voted in favor.
   c. Meeting Room—Suzanne Spencer made a motion to approve the first reading. Emily seconded. All voted in favor.
   d. Library Director Code of Ethics—Anita made a motion to accept the first read with changes. Emily seconded. All voted in favor.

Discussions
A. Town Survey—Review and possible approval for posting for the public. The trustees thanked the volunteers who put the survey together and compiled the data.
B. Library director position
   a. Public
   b. Trustee discussion
Trustees will try to meet later in March to finalize job description. Any meeting – board or working group – will be legally publically warned.

8:51 pm Mark moved to adjourn, Emily seconded. All voted in favor.

Attachments: Directors report [1]
Suzanne made a motion to approve the agenda, Nancy Liston seconded. All voted in favor.

Announce: Non-public session announcement (RSA 91-A:3) if necessary: (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.

Clint Swift made a point of order. He said that the trustees could not go into nonpublic session citing reason C because in his opinion the employee has to be notified in advance and has a right to make it a public meeting. He also said that he believed the number of nonpublic sessions that the board has engaged in is giving the public a poor opinion of the board. Nancy Liston responded that the public gave its opinion of the board very clearly with the vote on the warrant article in 2015 and the trustee elections. The board also responded that the meeting was requested by an employee.

Nancy Liston made a motion to go into nonpublic session, Mark Seconded.

Roll call Vote as follows:

Emily Sands – Yes
Mark Pensgen – Yes
Nancy Liston – Yes
Suzanne Spencer - Yes

Specific Statutory reason cited as foundation for the nonpublic 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 public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.
Public session reconvened at 8:39 pm

Emily Sands made a motion to seal the minutes. Nancy Liston seconded. Roll Call vote to seal the minutes:

Vote as follows:

- Emily Sands – Yes
- Mark Pensgen – Yes
- Nancy Liston – Yes
- Suzanne Spencer – Yes

MOTION: Passed

Nancy Liston made a motion to adjourn. Emily Seconded. All voted in favor.

Adjournment at 8:39 pm
Present: Trustees and Directors - Suzanne (by phone), Mark Pensgen, Emily Sands, Anita Brown, Mary King, director, Nancy Norwalk, director

Absent: Nancy Liston

Members of the Public: Ron Eberhardt, Dennis Girouard, Cindy Heath, Clint Swift, Bonnie Swift, Margaret Drye, Virginia Drye, Bev Widger

7:19 pm Call to Order – Trustees and Absent: Nancy Liston

7:15 – 7:20 pm Roll Call, approval of agenda

Suzanne made a motion that public comment be limited to public comment section of meeting. Emily seconded, all voted in favor.

7:20 pm Announce: Non-public session announcement (RSA 91-A:3) if necessary: (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.

7:20 pm – 7:35 pm Public Comment – Questions about changing/shortening hours. Comments on Ruth Stalker’s retirement celebration. Question about credit card for Nancy Norwalk.

7:35 – 7:45 Friends Group Reports – update from Cindy Heath about fundraising.

7:45 – 7:55 pm Approval of minutes of previous meetings

12.14.2015 meeting – Emily made a motion to approve. Mark seconded. All voted in favor.


1.19.2016 meeting – Mark moved to accept the 1.19 minutes with corrected date. Emily seconded. Emily, Suzanne, and Mark voted in favor. Anita abstained.

Correspondence
a. PRML: Donation of $100 in memory of Al Grindle. Donation from PRML Friends Group of $5000 to be used for baseboards and trim work estimated for $3,000. The remainder would go towards an AV system. Mark made a motion to accept the donation. Anita seconded. All voted in favor.
b. Written correspondence

7:55 pm – 8:25 pm  Reports

A. Library Directors – Anita made a motion to accept the directors reports. Mark seconded. All voted in favor.
B. Financial – Mark noted that the town passed a 2.5% increase instead of 2% budgeted. The board discussed having the finance working group decide how to reconcile the budget with the town raise level as well as address change in number of hours. Dennis requested that the board make a motion from the floor at town meeting to increase PRML’s hours back to 26. The board noted that the budget it already up 10% and there would be the same number of hours at each library. The board also noted that usage metrics are roughly the same at both libraries and questioned why one library should be open more than the other given those metrics. The board noted that any member of the public could make a motion from the floor at town meeting to increase the budget. Emily made motion to accept financial report. Anita seconded. All voted in favor.
C. Working Groups
   a. Policy - ADA Policy, 2nd read – Emily made a motion to approve the seconded reading with amendments. Anita seconded. All voted in favor.
   b. Code of Ethics for Trustees – first read – Anita made a motion to approve the first reading with changes. Mark seconded. All vote in favor. The board plans to do a first read of a Library Directors code of ethics at the next meeting.
   c. Meeting room policy will be discuss in the next meeting, hopefully with a first reading.
   d. Bylaws will be discussed during the next meeting, hopefully with a first reading.

8:25 pm – 8:55 pm  Specific Items

A. Special Collections Naming –Emily made a motion to name the special collections section of PRML in honor of Nancy Norwalk. Suzanne seconded. All voted in favor. The board noted that the naming is a testament to the number of years Nancy Norwalk has worked and the impact she has had on the library.
B. Organization structure planning – The board received a request from Nancy Liston to be entered on her behalf. Suzanne made a motion to appoint Nancy Liston to research and propose an organizational structure for the Plainfield Public libraries to be presented and discussed with the public at a future meeting. Anita seconded. All voted in favor.
C. KUA/Post Office Update
D. Survey Results. The board will discuss posting the results online at the next meeting. The board thanked the volunteers for their hard work creating the survey and compiling the results.
E. Staff Reviews – Directors will review library aides by the end of April.

8:45 pm  Go into Non-public session announcement (RSA 91-A:3, II(c)), if necessary or Adjourn

Anita made a motion to go into nonpublic session (RSA 91-A:3, II(c)). Mark seconded.

Roll Call vote:

Emily Sands – yes
Mark Pensgen – yes
Public session reconvened at 9:39 pm

Anita made a motion to seal the minutes from the nonpublic session. Emily seconded.

Roll Call vote:

- Emily Sands – yes
- Mark Pensgen – yes
- Anita Brown – Yes
- Suzanne Spencer – Yes

Mark made a motion to adjourn the public meeting. All voted in favor.

Adjournment at 9:39 pm.

Attachments:

- Financial Reports [2]
- Directors Reports [2]
- Friend of PRML Donation Request for Trustee Acceptance [1]
BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

January 19, 2016; 7:00 pm; Meriden Library

Both Libraries Featured

Present: Nancy Liston, Suzanne Spencer, Mark Pensgen, Emily Sands (phone), Nancy Norwalk, director, Mary King, director

12:01 pm Call to Order – Trustees and Directors

Nancy Liston made a motion to add discussion of a code of ethics for trustees and director. Suzanne Seconded the motion. All voted in favor. Nancy Liston made a motion to add discussion about possible trustee fundraising efforts as done at the Windsor Library. Suzanne Seconded. All voted in favor. Nancy Liston made a motion to accept the agenda as amended, Emily seconded. All voted in favor.

12:01 pm Roll Call, approval of agenda

12:01 pm Announce: Non-public session announcement (RSA 91 A:3) if necessary:

(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.

Items:

Town Reports – The trustees and directors discussed having 2015 data in a table, with registered user data in the narrative because the data is not consistent between the libraries. The trustees agreed that 2014 will be next to 2015 data in the table.

Review Update

Code of Ethics – discussion of adopting a trustee and director code of ethics. The Policy working group plans to meet before the February meeting.

Discussion of trustees directly raising money for the libraries. Concerns were raised about raising funds for a public entities. We could look into it in the future if we see a compelling reason.

1:06 Suzanne made a motion to adjourn. Nancy Liston seconded. All voted in favor.