Plainfield Library Board of Trustees  
Draft Minutes of January 13, 2020  
Held at PRML

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

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

Chair Richard Davidson (RD) asked the Meriden Library Building Committee to start by presenting information on the progress of the building project. Shannon Decker, the chair of that committee, made a presentation followed by a discussion of the replacement project that included questions and input from the public, the finance committee, the Library Foundation, our facilities manager Brad Atwater, our town manager Steve Halleran, the trustees and the library director, Mary King. Much of the discussion was around containing costs.

Jennifer Lenz (JL) made a motion to ask the Select Board to include a warrant article on the 2020 Plainfield Town Meeting to replace the Meriden Library. Rosemary Mills (RM) seconded the motion. The vote was 4 in favor and 1 opposed. Judy Ptak (JP) was opposed.

Discussion continued, again around the costs, and the Article below was read by Jeanne Woodward-Poor (JW-P):

**ARTICLE.** To see if the town will vote to raise and appropriate the sum of $1,046,000 for the replacement of the Meriden Library building and to authorize the withdrawal of $45,000 from the Town’s ADA Capital Reserve Fund, $18,000 from the Town’s Meriden Library Replacement Fund and accept $800,000 in donations raised on behalf of the Meriden Library Foundation created in 2018. The remaining $183,000 will be raised by taxation. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the replacement of the Meriden Library building is completed or December 2021 whichever is sooner. Funds from taxation equate to no more than $.60 of the anticipated 2020 tax rate. A majority of the Board of Trustees for the Plainfield Public Libraries and a majority of the Select Board recommend this appropriation.

Richard Davidson (RD) moved that we accept the Article as read by JW-P. Rosemary Mills (RM) seconded it. Four were in favor: Richard Davidson, Jen Lenz, Rosemary Mills and Jeanne Woodward-Poor. Judy Ptak opposed the motion.

Richard Davidson declared a five-minute break before continuing with the rest of the agenda.

Mary King reported:
Correspondence: a $100 undesignated gift to the PRML was accepted and deposited.

December was a slow month with the holiday and a weather closure. Mary also reported that she attended a regional meeting of librarians about pooling resources.

The LED light replacement project is about 95% completed. Brad Atwater is overseeing this.

Mary and Sarah Gillens have a PRML sign replacement in mind that will be done as the weather allows. It will cost $660. The trustees approved the sign changes.

The Regional Collective Development Group (ReCoDe) will collaborate to bring a speaker named Rebecca Smith Aldrich to the UV for all local librarians, staff and trustees. The topic is Sustainability of Libraries; the meeting will be held locally in Lebanon sometime in April.

Mary then reported on five different programs she has organized or is organizing using the Nancy Liston memorial gift from the PRML.

There were no Policies to review. The policy committee plan to work on the Friends policy next and add a sentence to the by-laws to review the by-laws every 5 years. We will follow up on the Safety Policy.

Judy Ptak (JP) asked about the progress on getting a census worker to come help people at the library. Mary reported that they are very short staffed and didn’t have any other information on that.

Jen Lenz (JL) gave a financial report and reviewed the end of year financials to be presented in the town report. There was a question about a line item of $255 for legal expenses from early 2019, but no one had a memory of what that was for. Dennis Girouard brought up a question about step raises as opposed to just cost of living raises for library employees. Town employees get step and cost of living raises, but library employees only get cost of living raises. The BOT will look into this.

Facilities: Brad reported that the above-mentioned lighting retrofit is essentially done. The weatherization in the attic of the PRML old building has not yet begun. He predicts a big payback on that. Brad is also getting a proposal on replacing the old boiler in the old building. He would like to replace it with a heat pump; that would help with cooling in the summer as well as heating in winter.

There was no new business. Dennis Gorouard asked about having a lawyer look at the contracts for the new building when the time came. We will ask about that. (JWP will ask Steve Halleran)

Motion to adjourn 9:30 by RM, seconded by JP, all in favor.
Plainfield Library Board of Trustees
Draft Minutes of February 10, 2020
Held at ML

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

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

The agenda was approved, Judy Ptak (JP) moved, Rosemary Mills (RM) seconded. All in favor.

No Public Comment at this time.

Administration: Approval of minutes. Jen Lenz (JL) moved to approve the minutes from Jan 13, 2020 as distributed and RM seconded. All in favor.

Correspondence: Diane Rodgers had sent the trustees an email about moving the site for the after school program on early release days to the PRML to accommodate more children at the early release day programs. Mary King (MK) gave a brief explanation of how the program works now. She explained that there have not been many children on any waiting list ML has had (one or two children) and that we have not had a complaint from parents. She didn’t feel that is was an issue now, but we agreed that if it becomes an issue, we will review the options. Jeanne Woodward-Poor (JWP) will reply to Diane.

Librarian’s Report: Mary King gave her report. The PRML was closed 2 days in January and there were still a healthy number of visits to that library. Both libraries had a similar number as far as circulation. JP asked if we could get more detail about “items added”. Mary explained that purchasing is ongoing and about 50 to 75 items are added monthly. JP was wondering if she could get more information about what these items are. Terri Crane has recently been covering some of these items on the emails she sends out and that some of them are also on the website.

Facilities Report: Brad Atwater was not at the meeting, but Mary King reported that the sign for PRML is in production. She also reported later in the meeting that the light on the stairs in ML will be repaired Tuesday, Feb. 11 and that the heat in the basement of PRML is working better after a maintenance call by Simple Energy, but it will be monitored to make sure it is working as it should.

JP asked about the five programs being sponsored by the PRML Friends gift in Nancy Liston’s name. Mary King went over what those programs were. February 29 – a technology program again at PRML. This is a course that has been developed to discuss online security. It will be presented by librarians from the Lebanon libraries. April 6 - a program on NH road markers given by Michael Bruno who has written a book about this. April 24 - Jeff Snow will give a program on Celtic Music.
The Mah Jongg program that has been running for a couple of weeks is just finishing up and MK hopes to continue it. On April 3 a program at Kilton Library in W. Lebanon on the Sustainability of Libraries will be open to local librarians, trustees and staff. It is a collaborative project of area libraries.

Treasurer’s Report: JL reported that the budget has gone to Steve Halleran for the Town Report. JP had a question about why the salary line of each library was exactly the same. It was explained that the one figure for library salaries was divided in half and ½ went to each library.

Policy: We reviewed the Friends Group policy. JP moved to accept the policy, RD seconded it. All were in favor. A suggestion was made that it would be nice to have a member of each friends group come to the meetings to give a short report.

Mary King asked trustees to sign the amended By Laws and the Use of Library by Children, two policies that were reviewed recently. Mary is still working on the Safety policy and will bring it to the Policy Committee so the trustees can review it the next time we meet. We will review one policy a month until we are caught up. There are only a few policies that are over 5 years old.

JWP gave a report from the Building Committee. At this point the committee is waiting for the town vote. If it is passed The Meriden Library Foundation will go ahead collecting the pledges and letting the various contractors know we are ready to build the new library.

Library Director’s Evaluation: JWP will email the trustees MK’s self evaluation from 2019. She and RD comprise the Human Resources committee and they will meet to collate the evaluations and review them with Mary.

The trustees don't usually meet in March because of town meeting so our next meeting is April 8, at 6:30 at PRML.

Public Comment: Bonnie Swift if there was a pool of volunteers that had had background checks. MK answered that we do not, but it is library policy to perform background checks on volunteers.

Dennis Girouard asked who pays the lawyer who will look at the building contracts for the new library. JWP will ask Steve Halleran and get back to Dennis and the Trustees.

Bev Widger asked about whether the trustees had voted on the Warrant Article since the Select Board changed the language slightly. JL read the article with the new language so we could vote on it. JWP moved to accept Article 2 as presented in the town report. RD seconded it. We voted 4 in favor (RD, JL, RM, JWP) and one opposed (JP). The motion passed.
We expressed appreciation to RD for his contributions to the Trustees and thanked him for his tenure as chair. This was followed by a round of applause from all present.

At 8:07 a motion was made by RM and seconded by RD to adjourn. All voted in favor.
Plainfield Library Board of Trustees  
Draft Minutes of March 17, 2020  
Held at PRML

Present:  Judy Ptak, (JP) Jen Lenz (JL), Rosemary Mills (RM), Jeanne Woodward-Poor (JW-P), Library Director Mary King (MK), Adrienne Cedeno (AC) by Remote

Call to Order at 4:46 by Judy Ptak JP, vice-chair

There was no Public Input.

The agenda was read and JL moved to approve it with one change, to set meeting dates for the remainder of 2020 . JP seconded. All were in favor.

Election of Officers: JL nominated Jeanne Woodward-Poor to be chair, seconded by RM. All were in favor. JW-P nominated Judy Ptak to be vice-chair, AC seconded. All were in favor. RM nominated Jen Lenz to be treasurer, JP seconded. All were in favor. RM nominated Adrienne Cedeno to be secretary, JL seconded. All were in favor.

Committee assignments: Policy Committee: JL nominated Judy Ptak to join Rosemary Mills, who is already on the Policy Committee. AC seconded. All were in favor. Human Resources consists of the Chair JW-P and one other member. JW-P nominated Rosemary Mills, seconded by JP. All were in favor. Finance Committee: JW-P nominated Adrienne Cedeno. RM seconded. All were in favor. Mary King reminded the trustees that a second signature needs to be authorized for the checking account at Mascoma Bank. JWP moved that Jennifer Lenz and Adrienne Cedeno be authorized to sign checks for the Plainfield Public Libraries, as Richard Davidson’s authorization has ended. JL seconded and all voted in favor.

Art Committee: JW-P nominated Jen Lenz and JP seconded. All were in favor. JL nominated Rosemary Mills to be the representative to the PRML Friends. Adrienne Cedeno seconded. JW-P nominated Adrienne Cedeno to be the representative to the ML Friends. JL seconded. All were in favor.

We agreed to wait until the town meeting vote to appoint someone to the Building Committee.

Next meeting date: April 13, 2020 at 6:30 at ML. Mary King will ask the town manager to change that meeting date. We agreed to go back to our old meeting date of second Mondays so people could plan on that. We discussed those dates through June.

5:00: Item II Library Covid-19 response.

Library Director Mary King recommended that we close the libraries as of today until further notice. She would like to meet with her staff to decide how to proceed
to best provide limited services while keeping staff and patrons healthy and safe. As of 3:00 today the State Library was closed, and the NE Library Association mandated that libraries close. We discussed many different ideas of how to meet the needs of the patrons and the staff.

The Board of Trustees supports the library director’s recommendation to close both town libraries immediately so she can take a week to work with staff to provide limited services that will ensure safety for all. JP moved, AC seconded and all were in favor.

The Board of Trustees also supports the library director’s recommendation that we pay staff for their regularly scheduled hours during the closing. JP moved, JL seconded, all were in favor.

Mary’s goal is to have these plans in place by March 23, 2020.

Mary offered that she would stay tonight until she gets this news out in various public places and on-line.

JP wondered about responding to the email sent by Mike Sutherland with his ideas for the library response to Covid-19. Mary has responded to him already.

By Monday March 23, 2020 Mary will communicate the first part of the plan. She will also be in touch with the school.

Brad Atwater praised the meeting. He also suggested this might be a good time to get some jobs done in the buildings if they were going to be closed. The attic project was mentioned.

5:50, RM moved to adjourn. JP seconded. All voted in favor.