

# Pillsbury Free Library Board of Trustees

## DRAFT Minutes April 16, 2013

Meeting opened at 7:10 pm

Present: Jeanne Hand (Chair), Tina Schirmer, Lynn Perkins, Shandi Allen, David Pook, Richard Knapik, Joan Warren, Nancy Ladd (Director).

Absent: Belle Harvey, Michelle Allen

### 1. Chair's Comments:

Jeanne asked about contract signing protocol. Nancy said she signs smaller contracts and also takes responsibility for smaller informal transactions. Larger transactions and contracts are cosigned by the Board Chair and/or the Treasurer.

Jeanne asked if a dollar amount should be stated, above which a co-signature would be required. It was decided that the Finance Committee would look into it.

### 2. Minutes from last meeting:

The minutes were accepted with one correction: **Tina Schirmer is on the Building committee**

Motion: David            Second Richard

### 3. Treasurer's report:

Tina noted that the \$4,000 taken from the Cogswell funds were the first installment for the ILS (Integrated Library System), as agreed to at an earlier Board meeting. David noted that book purchasing funds spent were slightly lower than last year. Nancy explained that spring book orders are going out this month. New books traditionally are released in the spring so she waits for those offerings and reviews to inform purchases. There were no gifts or correspondence. The report was accepted.

Motion Joan            Second Lynn

### 4. Committee Reports:

Library Director:

Expanding her monthly report, Nancy noted that the Mango language program was not renewed (at \$575) and would run out the end of May. This had been a decision of the Board last fall when looking to reduce costs with the sense that the benefit was not commensurate to the cost. Use has gone up slightly but, after a brief discussion, the Board stood by the decision to drop it. Nancy will inform the Board if patrons comment on the loss.

Steps taken for the ILS implementation include purchasing new 14 digit barcodes for book and patron records, necessary for inclusion in the statewide database. After discussion about whether to locate the new barcodes inside the book, on top of old ones, or on the outside cover. It was decided that time efficiency in checking books in and out dictates outside location. The full staff will be attending at least one and depending upon details, two days of training, for which the library will be closed. The "go live"

date is expected to be in July.

Nancy escorted the new town Administrator, Jim Bingham, on a library tour and gave him a Welcome gift of a PFL tote bag and the history of the PFL book by former Trustee Larry Sullivan. They briefly discussed Warner's unique library/town relationship. Jim mentioned the possibility of pursuing historic district grant money for the library.

Buildings and Grounds Committee (Lynn Perkins):

Lynn's detailed report enumerates the ongoing projects and he gave two updates: Henniker Septic will come Wednesday morning to evaluate and give an estimate for scoping to the mystery outlet pipe to its source. Lynn asked Richard to take on the refinishing of the library exterior doors and Richard agreed to do it. Lynn spoke with Tom Baye concerning NE Masonry not completing the chimney sealing job, and not responding to calls. Lynn is considering contacting the Better Business Bureau about it. He also praised Tom for his time and effort on this unfinished business. The Board would like to show their appreciation in some way. Nancy and Lynn will pursue this. Tom also will be subcontractor for chimney sealing and masonry repair.

Tina has taken on the energy-saving efforts of the building committee. She been in touch with PSNH and they have agreed to do an energy audit of the library (no fee). A mutually acceptable time will be scheduled.

Technology Committee (Joan Warren):

No meeting was held. Richard agreed to be Committee Chair for the next six months. Ongoing projects include final choice and installation of new library computers, and help in any way possible with implementation of the ILS.

Personnel Policy Committee (Joan Warren /David Pook):

The committee completed editing the Director Job description to more measurable standards. Alignment of the Director Evaluation questions to the job description has been partially done. Aligning will continue at the next meeting. David will be Chair for the upcoming six months. The next major task of the committee will be to review the Town Personnel Policy in preparation for major revision of the Library's policy. At Jeanne's suggestion Nancy will send an electronic copy of the Town's policy (40pp) to all Board members.

6. Old Business

None

7. New Business:

Jeanne requested that, after the new computers are installed, an equipment inventory be started.

8. The meeting was adjourned at 8:55 pm

Respectfully submitted, Joan Warren