

**Pillsbury Free Library Board of Trustees
Tuesday, January 15, 2013 Meeting Minutes DRAFT**

Present: Jeanne Hand, Tina Schirmer, David Pook, Linda Hedrick, Lynn Perkins, Richard Knapik, Michelle Allen; Nancy Ladd, Library Director, Guest Lydia Harman

Absent: Joan Warren, Carol McCausland

Meeting opened at 7:10 pm

1. **Chairperson's Remarks:** Michelle Allen was welcomed as a new member appointed through the March elections and was asked to take minutes for the meeting. Jeanne reported that she has looked into getting an insurance book as she thinks we are not covered as well as we think we are covered.

2. **Minutes from last meeting** were amended by Nancy at the request of Joan to eliminate the specific amounts of the gifts for the staff and volunteers. The amended minutes were accepted.

Motion: David Second: Richard Motion approved

3. **Treasurer's Report:**

The Kearsarge Beekeeper's Association donated \$200 to the library. Lynn and Nancy suggested the funds could be used to replace the Kitchen sink counter. Lydia suggested using the money towards an exhibit about bees at the library in the spring. It was agreed by the members present that this was a good idea but might not require any use of the funds. It was voted to accept the donation.

Tina pointed out that although the 2013 budget shows expenditures higher than our income, it takes into consideration all possible expenses, and we do not always use all monies allocated in any given category. For 2012 spending was \$17,696.50 less than we budgeted, so actual spending was only \$2,845 over income instead of the budgeted \$24,322 (using funds in hand). The Budget report was accepted.

Motion: Lynn Second: Richard Motion approved

The warrant article for the March meeting is not due until the end of January. Tina plans to list all of the items on which we intend to spend money as well as a total dollar amount and the accounts from which the monies will be drawn. However, historically the list of items is not usually included in the final document. The treasurer's report was approved.

Motion: Richard Second: David Motion approved

4. **Library Director's Report:**

Nancy would like to nominate Sue Matott for the CHILIS Children's Librarian of the Year award. The members present agreed that it would be well deserved. The nomination requires two signatures and Richard Knapik offered to be the second signature along with Nancy Ladd's.

The Kearsarge Area Chamber of Commerce (KACC) is now the umbrella under which the Warner Retailers Group operates. All Warner Retailers Group members must also belong to KACC. Nancy has been attending the meetings and the library has been participating in the events however the library has never paid any membership dues. At this time there is no tiered payment schedule. It is a flat \$70 annual dues for all members, including non-profits and government entities. The benefits of belonging to the group include publicity via advertisements in the Kearsarge Shopper, online and on the radio. It was agreed that we would pay the \$70 dues from the PR fund and hope for a change by next year in terms of a tiered payment schedule or membership as part of the Town.

National Library Week is in April and the theme this year is "Communities Matter @ Your Library". Many ideas were suggested for events to hold during that week including an author/artist night, a tea, and a poster art event or writing challenge for kids.

The alarm system has been set off several times recently from the Children's Room. It may have been the decorations hanging from the ceiling, however Nancy is not certain. The sensors are infrared and therefore triggered by warm moving objects. The decorations may have been warmed and set in

motion by the heating system. Additionally, the decorations hanging in January, when the alarms were being triggered, were white reflective materials, which may have contributed to their ability to set off the alarm system.

Jeanne asked Nancy to clarify the e-book options through the library: Overdrive consortium books are available to all users online to download e-book files to their own e-reader device for a two-week loan period; a Nook e-reader is available to borrow from the library with titles already loaded, and a Kindle e-reader is available to borrow from the library with titles already loaded.

5. **Building and Grounds Committee Report (Lynn Perkins):**

The mortar in the chimney joints has been repaired however they were not able to do a final inspection of the integrity of the mortar joints and apply the water repellent to the chimney structure as the weather had turned too cold. The sub-contractors will return in the spring to complete the project.

Four of the six window sashes in need of repair have been repaired by Lynn. This included reworking the bent brass sash locks to return them to operating condition as suitable replacements could not be found.

Fiberglass insulation has been installed in the chimney. It is hoped that this will resolve the issue of condensation on the fireplace floor. However, this could also be the result of incomplete mortar joints. If there were such joints they would not be resolved until the spring.

Several floor tiles have been replaced in the kitchen doorway. Additionally, wooden shelving in the teen portion of the library has been modified to increase stability and two wooden dollies have been constructed to ease the movement of large items for storage under the stairs.

The Building and Grounds report was accepted.

Motion: Richard Second: Tina Motion approved.

6. **Technology Committee Report (Linda Hedrick):**

There was no meeting in January as Joan was unavailable. They will meet soon to discuss the new ILS as well as a tablet purchase. The new printer works very well. Nancy is cleaning out old technology materials from the library. We should not need new computers for the new ILS as we can use ones already owned by the library, instead of the older catalog stations.

7. **Policies Committee Report (Joan Warren):**

No report. There was some discussion of working on an InterLibrary Loan policy next.

8. **Personnel Committee Report (Joan Warren):**

No report.

9. **Correspondence Committee Report (Tina Schirmer):**

Tina sent the Thank You letters as discussed at the last meeting.

Several Thank You notes were received from the staff and volunteers in response to the BookEnds gift certificates.

10. **Old Business:**

Jeanne had scheduled the Library Trustees to be at the next Selectmen's Meeting on January 22nd. Her intention was to discuss her concerns over the insurance on the building, and building maintenance responsibilities. Nancy wondered if it is also time to start the recommended procedure of a formal payment agreement as outlined in the RSA's. However, as the town is currently without an administrator and as the Library Trustees are about to have a significant change in membership, it was decided this should wait until April. The new board will then need to decide what they want to discuss before scheduling a meeting.

Jeanne reiterated her goal to learn the day-to-day workings of the library.

Tina mentioned that other organizations publish Wish Lists to assist in their fundraising goals.

Lydia is contemplating organizing a 'Friends of the Library' group. She is currently exploring what the goal of such an organization would be. It was agreed by members present that a focus on public programs in conjunction with fundraising would be ideal.

11. **New Business:**

Lynn made a motion to continue with the same slate of employees for another year. **Second:** Tina.
Motion approved.

Nancy said that there are required elements in the library's town report, which is due January 31st. She will include information about eBooks and eReader lending, the plans for a new Integrated Library System, and the future Friends of the Library group.

Jeanne Hand and Nancy Ladd will be at Town Meeting to represent the library and the Library Trustee board.

There will be four vacancies to be filled on the Library Trustee board during the March elections: one is a one-year term, the others are 3-year terms. Michelle will run for a 3-year term. It is unclear if Joan or Carol will run again. Linda will not be renewing.

12. Next meeting will take place on February 21, 2013.

13. Meeting adjourned at 9:20 pm.