

# Pillsbury Free Library Trustees Meeting DRAFT minutes

Tuesday, January 21, 2014

**Present:** Jeanne Hand, Michelle Allen, Shandi Allen, Nancy Ladd, Tina Schirmer, Joan Warren

**Absent:** David Pook, Richard Knapik, Belle Harvey

The meeting opened at 7: 01 pm

**Opening comments** from the Chair: Jeanne asked each Board member to consider individual personal goals for the library. Jeanne stated a personal goal of working more with the children's room. There was some discussion concerning the efficacy of personal goals, evolving into discussion over establishing some more general goals the Board might have to support the library. Jeanne reported that some acquaintances had voiced some complaints about library service, but, upon her questioning, none had communicated the concern to the library personnel. Derived from that information it was suggested that a possible Board goal would be to enhance communication between townspeople and the library. Joan stated that Board goals should derive from library goals. Nancy said they were one and the same. Specifically stated goals of the library were developed in 1988, and consensus was that they clearly need to be updated. The Mission Statement of the library was read. This was created in 2007 and those present agreed it still is relevant. A motion was made to have the Board reaffirm the mission statement with specific Board directive stating: **In a fiscally responsible way the Board will support the mission statement of the library.**

Mission Statement: The Pillsbury Free Library shall serve the public by providing the freedom and opportunity to access information, knowledge, and ideas from a wide variety of sources. The Library shall support the informational, intellectual, and recreational enrichment of the community, in cooperation with other organizations. (adopted July 17, 2007)

## **The motion was passed**

Motion: Tina Second: Shandi

**Minutes:** Minutes of 12/19/13 were accepted as amended by correcting the chair's last name.

## **Treasurer's Report:**

Tina briefly reviewed the monthly financial spreadsheets given to each Board member. Included were the financial accountings submitted to the town for inclusion in the Warner Annual Report. Gifts: \$300 from Peter and Kerry Ingold, \$50 from Kearsarge Quilters in appreciation of the meeting space. Belle will write notes of appreciation. **A motion was made to accept these gifts.** All were in favor.

**Motion: Tina Second: Joan**

## **Director's Report**

Nancy highlighted some sections of the Director's report previously sent to Board members. A new firewall was installed, with a staff wireless network and a public wireless network. This will stop outsider random use of the library wifi. Other equipment upgrades were delineated in her report.

Year-end statistics indicated a slight drop in circulation. However this may be a function of different recording methodology when switching to the KOHA system. EBSCO use data was incomplete because some monthly data was not given to the library. Nancy briefly described the upcoming Federal HealthCare Exchange program being offered in the library on Feb 10. Another library has recommended a book dealer willing to sell more valuable donated books online. After some initial fees the library would get 2/3 profit. Nancy recommended contracting such activity both to create some income from donated material and to relieve library staff of the time-consuming effort to take such actions. **A motion was made to pursue this effort to the contract stage.** The motion passed.

**Motion: Tina Second: Joan**

**Personnel Committee:**

There was no meeting this month. The next meeting will be Jan 27, 4:30 pm. Priority: to review the town Personnel policy and adapt it to the library personnel needs. We also will discuss committee goals.

**Finance Committee:**

PSNH representative, Tina and Nancy met to review the actual LightTec contract, light fixtures, rates and other specifics. Not every detail can be determined at this time. The initial report indicated how much would be saved per month, but several errors were picked up, so the report needs to be re-run, and the contract may need to be changed. The *SmartStart* financial program also was reviewed. The paperwork revealed a previously undisclosed finance fee. The *SmartStart* program charge is 5%. *De facto*, we only get 45% instead of 50% rebate. We will be responsible for 55% of the total cost of the project, because of selecting to finance it through bill paying, not 50% as would be true if we paid a lump sum. Unless we pay the \$6,000 cost upfront we need to use the program. Discussion ensued about trying to pay it off completely this year, avoiding approximately \$950 in changes. After discussion the Board realized that our 2014 budget could not absorb such a large cost. Even with the finance fee, using the energy-saving program will save the library money. The consensus was to stick with the budget. Tina recommended a 48 month payback schedule rather than the 37 month one.

**Joan made the motion to go with Tina's recommendation of 48 months**, leaving Tina and Nancy to work out the details. The motion carried.

**Motion: Joan Second: Michelle**

Nancy gave Board members a spreadsheet on Transaction Detail for the KOHA expenses. We had allocated \$10,000 and only used \$7,540.

Michelle moved to accept the Treasurers report. The motion carried.

**Motion:Michelle, Second: Shandi**

**Building and Grounds:** A letter of resignation from Board member Lynn Perkins was circulated. Nancy and Board members all expressed appreciation for the work he has done for the library, especially on the Building Committee. He will be missed. The Architectural site plan visit will be Wednesday. Tina offered to be present as a Board member at the visitation.

**Technology Committee:** There has not been a Technology Committee meeting for at least a year. A meeting has been scheduled for Tuesday, Jan 28 6:30 pm to discuss goals

**Old Business:**

Filing date new trustees are Jan 22 to Jan 31. Board members have solicited for new members but no one has come forward at this time.

**Other:**

Nancy passed around notes of appreciation from staff members for the end-of-year gift certificates to School House Cafe.

**A Motion was made to adjourn.**

**Motion: Joan Second. Tina and Shandi**

Meeting was adjourned at 8:45 pm

**Next Meeting is February 18,**

Tina not at next meeting

Shandi might be gone

Respectfully submitted by Joan Warren.