

**Pillsbury Free Library Board of Trustees
Tuesday, March 18, 2014 Meeting Minutes**

Present: Jeanne Hand, Tina Schirmer, Michelle Allen, Sara McNeil, Caroline Hatala; Nancy Ladd, Library Director

Absent: Shandi Allen, Belle Harvey, David Pook, Richard Knapik

Meeting opened at 7:10 p.m.

1. Opening Comments:

David Pook notified the board that he intends to hand in his resignation this week. Nancy knows of at least two individuals in town that showed interest in running for the Trustees Board but were too late to register for the election in March. She will contact them to confirm if they are still interested. The board would like to have an Alternate board member appointed if anyone is interested in this position.

2. Those present gave brief introductions and stated which, if any, officer position they would be interested in holding.

Election of Officers:

Chair: Sara McNeil

Vice Chair: Jeanne Hand

Treasurer: Tina Schirmer

Assistant Treasurer: Caroline Hatala

Recording Secretary: Michelle Allen

Corresponding Secretary: Belle Harvey (In her absence it was decided to leave Belle in this position for the time being. We can revisit this officer position next month should she no longer wish to hold the position.)

3. Committee Reports:

An overview was given of each Committee and their current goals and projects so that board members could decide on which committees to serve.

Personnel & Policies: The personnel manual is the current priority for this committee. They are using the town's manual as a starting point. There are also several policies that need attention. The current policies in place are on the library website. This committee also evaluates the Library Director. She in turn evaluates the rest of the staff and that information is brought to the Personnel Committee.

Planning & Budget: This committee consists of the Treasurer and Asst. Treasurer along with any other interested board members. They develop the annual budget and bring it to the board. Some level of coordination with the town is required.

Building & Grounds: There was a discussion of the draft Architects Building Condition Assessment report and the priorities for the library. There was also a discussion of the PSNH contract and lighting grant.

Technology: The previous committee has worked on updating the goals with a three-year time frame in mind. The updated goals were handed out to the board members present for their review.

Programs & Publicity: This has not been an active committee in recent years. However, it is a standing committee and there is interest in reviving it at this time.

4. Board members present signed up for the committees. Board members not present will be asked of their interest at the April meeting. **Standing committees are now as follows:**

Personnel & Policies: Caroline Hatala

Planning & Budget: Tina Schirmer, Caroline Hatala

Building & Grounds: Caroline Hatala, Tina Schirmer, Jeanne Hand

Technology: Michelle Allen

Programs & Publicity: Sara McNeil, Jeanne Hand

5. **Minutes from January 2014 meeting** were approved.

Motion: Michelle Second: Tina Motion approved

6. **Treasurer's Report:**

Tina reviewed the financial spreadsheets. Nancy gave the two new board members a two-year comparison of the financial statement for their review. There were no gifts to accept. The treasurer's report was accepted.

Motion: Sara Second: Michelle Motion approved

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

There was further discussion of the draft Architects Building Condition Assessment and the desire to correct certain issues with the report.

8. **Old Business:**

Belle should send Thank You notes to the outgoing Trustees. She has sent a Thank You to the Kearsarge Quilters for the donation of \$50.

9. **New Business:**

There was some discussion about the Trustees spring conference in Concord on May 19th as well as a desire to coordinate to which programs each interested board member might attend so there wouldn't be duplication.

Nancy gave an explanation of Town Meeting Warrant Article #20.

Joan Warren and Carol McCausland are interested in starting a 'Circle of Friends' for the Library in the fall. This would be less formal than an official 'Friends of the Library' organization.

There is a bill currently in the state Senate that affects Trustees. Nancy gave an overview to the board on the issue at stake.

Next meeting will take place on April 15, 2014.

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Michelle Allen