

**Pillsbury Free Library Board of Trustees
Tuesday, May 21, 2014 Meeting Minutes FINAL**

Present: Sara McNeil, Tina Schirmer, Caroline Hatala, Michelle Allen, David Chmielecki, Timothy Murphy; Nancy Ladd, Library Director

Absent: Jeanne Hand, Shandi Allen and Richard Knapik

Meeting opened at 7:03 pm.

1. Chair's Opening Comments:

Welcome to new board members and introductions.

2. Minutes from last meeting were approved.

Motion: Tina Second: Caroline Motion approved

Richard arrived at 7:15 pm

3. Treasurer's Report:

The treasurer's report was accepted.

4. Library Director's Report:

Thank You notes need to be sent to Nancy Cogswell and Linda Hartman for garden care and mulching.

The director's report was accepted.

5. Committee Reports:

Building and Grounds:

The Building Condition & Historic Assessment Report is done and Tina will handle the payment to Sheerr McCrystal Palson Architecture, Inc.

The Building and Grounds Committee has gone through that report to assess the identified issues and prioritize the repairs. The Committee decided to prioritize the following items (estimates in parentheses provided in the Assessment Report on p. 36): Copper gutters (\$12,144), Electrical supply & heat tape at gutters (\$3,500), Construct cricket behind chimney (\$1,518), Install water diverter to shift water from corner (\$633), Repoint and recaulk all brick and stone masonry on the original building (\$78,145), and storm windows on the original building (\$3,000). The total amount for the projects being prioritized is \$98,940, of which we would request up to 50% from LCHIP. This is a preliminary budget summary that needs more discussion before submission.

The LCHIP applications need to be in by June 27, 2014. They will pay for a maximum of 50% of the project. They do not decide what funding they will provide until November or December. We are using the professional estimates provided in the Assessment Report (p.36) as our quotes. This was approved by our contact at LCHIP.

LCHIP does require a Term Stewardship Agreement when they provide funding. For this level of funding - less than \$50K provided by LCHIP - that agreement would be a term of 5 years during which they would inspect on an annual basis.

Up to half of the matching funds the Library would provide could be `in kind` and work previously done. We would commit to raising our half of the funds, which may include appealing to the Town for some of the funds. We would also be required to let them know of anything done on the building or any failures of work done with LCHIP funding during the Term Stewardship Agreement period.

The Trustees will be presenting the Assessment Report as well as information about LCHIP requirements to the Board of Selectmen at their next meeting on Tuesday May 27th. We will request for them to formally

endorse the project and application. Nancy will send the documents to the Select Board prior to the meeting for their review.

Motion made to agree to the Terms and Commitments involved in receiving LCHIP funds. Motion approved.

Motion made to proceed with the application process for LCHIP funds. Motion approved.

Motion made to adopt the Land Trust Alliance Standards relevant to Historic Properties. Motion approved.

The Building and Grounds report was accepted.

A review of the Standing Committees was made for the benefit of the new Trustees. Timothy will join the Programs & Publicity Committee.

David agreed to become the Corresponding Secretary.

6. Old Business:

The Circle of Friends brochure is being finalized.

Sara attended the Trustee Orientation Workshop on April 29th. There is a second workshop on June 11, which Michelle will attend.

Tina and Caroline attended the NHLTA spring conference on May 19.

7. New Business:

Warner blog online (<http://www.warnerblog.com/>) is available for posting information and events. Information can be sent to Sandy and you can subscribe to receive emails of posts.

8. Next meeting will take place on Tuesday June 17th.

9. Meeting adjourned at 9:09 pm.

Respectfully submitted,
Michelle Allen