

**Pillsbury Free Library Board of Trustees  
Tuesday, June 17, 2014 Meeting Minutes FINAL**

**Present:** Sara McNeil, Jeanne Hand, Caroline Hatala, Michelle Allen, David Chmielecki, Richard Knapik (late arrival as noted below); Nancy Ladd, Library Director

**Absent:** Tina Schirmer, Shandi Allen, and Timothy Murphy

Meeting opened at 7:05 pm

1. A discussion was had regarding details in the Building and Grounds Committee Report section of the draft minutes from the May 20, 2014 meeting. Amendments included:
  - a) Adjust description of storm windows in second paragraph to read simply “storm windows on the original building”, removing the distinction of “arch top” and the number of “five”.
  - b) Add clarification to the second paragraph by adding the final statement “This is a preliminary budget summary that needs more discussion before submission.”
  - c) Add clarification to the fifth paragraph statement “We would commit to raising our half of the funds” by adding the phrase “which may include appealing to the Town for some of the funds.”

An additional amendment was made to correct the year in the date of the minutes from Tuesday May 20, 2013 to read Tuesday May 20, 2014.

**Minutes from last meeting** were approved as amended.

**Motion: David      Second: Jeanne      Motion approved**

**2. Treasurer’s Report:**

The treasurer’s report was accepted.

Richard Knapik arrived at 7:25 pm

**3. Corresponding Secretary’s Report:**

The Kearsarge Indian Museum donated a pass to the library and a thank you note was sent.

There is a notebook in which a record of thank you notes sent should be kept. Nancy will make sure David knows where this notebook resides.

**4. Library Director’s Report:**

Kenneth George donated a framed watercolor painting of the library that had belonged to his mother Emily George, Warner librarian 1935-1985. A note of thanks will need to be sent.

Peter Sabin donated a ceramic bowl inscribed with Pillsbury Free Library, “in appreciation”. It was originally a ‘second’ from a commissioned gift for a retiring staff person. A note of thanks will need to be sent.

**A motion was made to accept both gifts.**

**Motion: Richard      Second: Jeanne      Motion Approved**

LighTec completed the florescent lamp updates and is working on the final design of the LED retrofits for pendants and Exit signs. They will return to complete that work.

The NH Preservation Alliance Grant check arrived. It will be deposited and full payment will be sent to SMP Architecture.

The Budget Committee and Nancy are finalizing the photos to be used in the LCHIP application. They are also finalizing the budget estimates for the project and receiving estimates for work.

A new computer was purchased for the circulation desk. A new printer was purchased for the children’s room. And wifi improvements were made to the lower level of the building.

Nancy attended a library coop meeting during which there was a discussion about new technologies being explored by libraries to save money and time when updating computer equipment.

**5. Building and Grounds Committee Report:**

The committee has been looking at rehabilitation projects that are immediate need and then looking in this

year's budget to find the monies. In particular they are prioritizing the water issues: gutters, heat tape, cricket, water diverters, and storm windows. They are trying to find \$20,795, which would allow them to proceed with this work this year. This work would be included in the LCHIP project and would count towards our portion of the project. With some close looking at individual budget line items, reprioritizing, and savings from having the Town staff do grounds work (i.e., lawn mowing, snow removal), it looks like they are within \$1200 of this figure.

For the LCHIP application we still need to determine:

- 1) How much of the desired work on the old building is to be included in the Grant project description.
- 2) The total project budget for the application, which includes past work already done within a 2-year time frame.
- 3) The amount being asked for from LCHIP, the amounts we have available already, and how we intend to raise the rest.

**Motion to apply for \$50,000 and no more from LCHIP and allow the Building and Grounds Committee to determine the final budget estimates and total value of the project to be included in the application.**

**Motion: David      Second: Jeanne      Motion approved.**

6. Due to the time, the remaining agenda items will be tabled until the next meeting.
7. Next meeting will take place on Tuesday July 15, 2014 at 7 pm.
8. Meeting adjourned at 9:05 pm.

Respectfully submitted,  
Michelle Allen