

**Pillsbury Free Library Board of Trustees
Tuesday, August 19, 2014 Meeting Minutes FINAL**

Present: Sara McNeil, Jeanne Hand, Caroline Hatala, Michelle Allen, Shandi Allen, Richard Knapik [arrived late as noted below]; Nancy Ladd, Library Director
Absent: Tina Schirmer, Timothy Murphy, David Chmielecki

Meeting opened at 7:05 pm

1. Secretary's Report:

A discussion was had regarding the second sentence in the Building and Grounds Committee Report section of the draft minutes from the July 15, 2014 meeting. The original sentence, "It requested a \$50K grant," was changed to read, "The amount requested was for a \$50K grant."

Minutes from last meeting were approved as amended.

Motion: Jeanne Second: Shandi Motion approved

2. Treasurer's Report:

There were two changes with the CD's. The Lloyd & Annie Cogswell Fund was coming due so that money was moved to Sugar River Savings Bank in a 60 month CD.

[Richard arrived.]

The Town Appropriation 9 month CD was moved to the Sugar River Savings Bank checking account.

The treasurer's report was accepted.

Motion: Shandi Second: Jeanne Motion approved

3. Library Director's Report:

LighTec has installed two samples of LED retrofits in the library. The result is a different lighting quality and esthetic. However he is adjusting what he can and is willing to pursue alternate fixture options if desired.

The Town oil contract this year will probably be with Huckleberry Oil in Boscawen but we might stay with Rymes for propane for our generator.

Paul Knudsen was a local composer. He chose both the Pillsbury Free Library as well as Bagaduce Library in Maine as repositories for his collection of works. Those materials have remained unorganized and uncataloged due to a lack of time. Tim Goss volunteered recently and is very knowledgeable about music. He was able to organize the materials as well as perform other routine tasks around the library, which were a great help. Nancy will be sending him a thank you gift.

The Summer Program was very successful with great attendance, a high volume of books read, and a well-attended magician performance at the amphitheater in the Jim Mitchell Community Park.

4. Building and Grounds Committee Report:

Jeanne will investigate and see what can be done to improve the lighting on the stairwells and make it more economical going forward for replacing burned out bulbs.

Nancy, Sara and Jeanne attended the Town's CIP meeting to represent the Library's needs and interests.

Peter Michaud is the architectural historian of the NH Division of Historical Resources. He visited on August 13th, which happened to be raining. He felt that we could add storm windows to the six windows of concern. It is his opinion that we could find storm windows that would be in keeping with the historical quality of the building. Therefore, installing them before the LCHIP decision would not impact the LCHIP decision.

Motion that we spend no more than \$5500 to have the storm windows and windowsills done and that we get two written quotes for the labor and materials with completion time clearly stated.

Motion: Jeanne Second: Caroline Motion Approved

Peter Michaud also looked at the gutters and their functioning during the rain. He noted where the worst performing sections of gutter were: where the rooflines meet. In those 4-5 sections he would recommend collection systems with downspouts rather than a gutter around the entire old building. This would not need to be decided until/unless the LCHIP grant were decided.

5. Personnel and Policy Committee Report:

The committee has met and reviewed the Town's manual. They will continue to collate that information with the RSA's that apply to libraries and finalize a manual for the library.

They will need to meet to update the employee evaluation forms and instigate that process soon.

6. Trustee Quorum/Trustee Alternates:

We have had a hard time getting a quorum and getting notifications of when board members will not be able to attend. Therefore, it is desirable to appoint one or two alternates to the Trustee Board. The board members should actively seek out town residents that would be interested in being appointed as an alternate. At the September meeting we will discuss possible appointees and make a decision.

Additionally, with Tina's current medical situation and indefinite absence, we need to have an additional signer for checks.

Motion to appoint Jeanne Hand to be a signer on library accounts along with the Assistant Treasurer, Caroline Hatala.

Motion: Shandi Second: Richard Motion Approved

7. Fundraising and Publicity Committee Report:

September is National Library Card month. Nancy will contact Adam Bates at Weaver Brothers Construction to discuss the possibility of using the large illuminated sign to promote this in town.

None of the brochures have been returned showing any interest in the Circle of Friends. Carol and Joan have been talking and when Joan gets back to Warner in October they will start to plan some fun events to raise awareness.

The library should have a presence at voting day on September 9th. The information at the table should highlight the building project and our need to raise funds.

8. Next meeting will take place on Tuesday, September 16, 2014 at 7 p.m.

9. Meeting adjourned at 9:05 p.m.

Respectfully submitted,
Michelle Allen