

**Pillsbury Free Library Board of Trustees
Tuesday, September 16, 2014 Meeting Minutes FINAL**

Present: Sara McNeil, Jeanne Hand, Michelle Allen, Richard Knapik, Timothy Murphy, David Chmielecki;
Nancy Ladd, Library Director

Absent: Caroline Hatala, Shandi Allen

Meeting opened at 7:05 pm

1. Minutes from last meeting were approved as written. However, it was clarified that we are allowed up to three trustee board alternates by law.

Motion: Richard Second: Jeanne Motion approved

2. Treasurer's Report:

The bookkeeper pointed out that the money market account of the Richard and Mary Cogswell Fund (MM-SR) is low, currently \$27.26. We will discuss this at the October meeting when the treasurer and assistant treasurer are present.

The treasurer's report was accepted into the record.

Motion: Richard Second: Timothy Motion approved

3. Corresponding Secretary's Report:

David will send thank you notes for the donations received in memory of Tina.

4. Library Director's Report:

Donations in memory of Trustee Tina Schirmer to the library currently amount to \$3565.

Huckleberry Oil will not charge to move the current propane tank, which belongs to Rymes, and install their own. This will happen later this week.

This year to date, our electric expenses are \$352 less than the same period of time in 2013. The reduction is possibly due to the improved lighting upgrades.

Much of the old technology has been donated after having been cleared of settings.

Flipster is a division of Ebsco that provides access to digital magazines. If we wanted access to about 12 titles, the annual subscription would be \$100. The state is seeking interest level from libraries to gauge whether or not to pursue this option. Nancy will respond that Pillsbury is interested.

It is currently very time consuming to tell the state what we have weeded from our collection. This is because the technology has changed. It may result in more hours spent telling them what we have weeded.

Additionally, processing ILL requests may become more time consuming. It is likely that some libraries will not put forth the effort to keep the state database current, which could result in us contacting a library for an item when they no longer own the item we are seeking.

5. Treasurer's Position:

Caroline has agreed to take the position of Treasurer until March 2015.

Motion to nominate Caroline Hatala to the position of Treasurer.

Motion: Sara Second: David Motion approved

6. Vacant Trustee Position:

Sara has spoken with John Warner regarding being appointed to the trustee board. He is a former trustee and is willing to be appointed to fill the vacancy.

Motion to nominate John Warner to be appointed by the Selectmen as a Trustee to fill the vacancy until March 2015.

Motion: Michelle Second: Richard Motion approved

7. Trustee Alternates:

Sara has spoken with the following: Michael Simon, Linda Burdick, and Kathy Carson. They are all willing to be appointed as alternates until March 2015.

Motion to nominate Michael Simon, Linda Burdick, and Kathy Carson to be appointed by the Selectmen as alternates to the Trustee Board.

Motion: David Second: Richard Motion approved

8. Policies for Trustees:

The policies relating to trustees are on the library website. These include information relating to vacancies, alternates and attendance.

9. Warner Fall Foliage Festival:

Help is needed for organizing and working at the book sale.

It would be good to have a float in this year's grand parade.

We will submit a funding request to WFFF by September 30th for technology items to be determined at the Technology Committee meeting on Thursday, September 18th.

10. Building and Grounds Committee Report:

Jeanne has a quote for the window work from Olde Window Restorers (OWR) for \$5285. She has attempted to contact several additional companies seeking quotes but has only received the one quote to date.

Motion to move forward with the quote received from Olde Window Restorers despite not receiving additional quotes.

Motion: David Second: Richard Motion approved

11. Policies and Personnel Committee Report:

Forms to evaluate the Library Director will be sent to the board members. Sara will collect and collate the information.

12. Technology Committee Report:

The Technology Committee will meet on September 18th at 6 p.m. upstairs in the library. They will discuss technology needs for the 2015 budget.

The draft of the Technology Goals was passed out to board members present.

13. Next meeting will take place on October 21st at 7 p.m.

14. Meeting adjourned at 9:15 p.m.

Respectfully submitted,
Michelle Allen