

**Pillsbury Free Library Board of Trustees  
Tuesday, March 17, 2015 Meeting Minutes FINAL**

**Present:** Sara McNeil, Caroline Hatala, John Warner, Michelle Allen, David Chmielecki, Richard Knapik, Timothy Murphy, Michael Simon; Library Director: Nancy Ladd; Guest: Kathy Carson [arrived as noted]  
**Absent:** Jeanne Hand

Meeting opened at 7:05 pm

**1. Chair's Opening Comments:**

Tim is an elected Trustee but has not yet had a chance to be sworn in. Therefore, he is not a voting member at this meeting.

Kathy is willing to be appointed again as an Alternate for one year.

**2. Minutes from last meeting were approved as written.**

**Motion: Richard    Second: Michael    Motion approved**

**3. Treasurer's Report:**

There is an ongoing concern of receiving monthly payments from the town late. This makes paying our bills very difficult at times.

The Investment Policy was handed out to all Trustees present. This needs to be approved annually and will be on the agenda in April.

[Kathy arrived.]

**The treasurer's report was accepted.**

**Motion: David    Second: Richard    Motion approved**

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

The two chrome books that were purchased with Festival funds are fully set-up and working with the printer. They have already been used multiple times. There is a need to fine-tune the language of the borrowing policy for technology items. The Technology Committee will need to address this.

Nancy was trained in using Medscape, an online resource.

Nancy met with Eversource (formerly PSNH). The board has the option to change how to pay for the lighting energy efficiency upgrades. A contract needs to be signed.

**Motion to remove the two LED retrofits for the 1000W lamps in the old reading room from the LighTec contract.**

**Motion: Michelle    Second: Richard    Motion Approved**

The Building and Grounds Committee with the Budget Committee and Library Director will implement an updated funding agreement with Eversource.

**5. Town Meeting Recap:**

The Library's warrant article for \$42,000 to be placed in a capital reserve fund passed.

**6. Officers and Committees:**

Officers elected by paper ballot:

Chair - Sara McNeil

Vice Chair - Michael Simon

Treasurer - David Chmielecki

Assistant Treasurer - John Warner

Recording Secretary - Michelle Allen  
Corresponding Secretary - Timothy Murphy

**Committees:**

Building and Grounds: Jeanne, Richard  
Budget: David, John, Caroline  
Personnel and Policies: Caroline, Michael  
Technology: Michelle, David  
Programs and Publicity: not formalized at this time  
Long Range Planning: Sara as coordinator

**7. Technology Committee Report:**

The board supports the recommendations of the Technology Committee per technological support. The Technology Committee and Library Director will seek a suitable individual to perform these tasks.

**8. Circle of Friends Fundraiser:**

There has been great support for the upcoming Wine and Cheese Party and Silent Auction. Many donations have been received for the silent auction.

**9. LCHIP Committee:**

A committee needs to be formed of two or three people to find and delineate the role of the Clerk of the Works and determine the timeline for the project. The committee will oversee the Clerk of the Works for the duration of the project. Further, they will work with the LCHIP board on the Project Agreement. John, Tim, and Michael will be on this committee.

10. Next meeting will take place on Tuesday, April 21st.

11. Meeting adjourned at 9:05pm.

Respectfully submitted,  
Michelle Allen