

**Pillsbury Free Library Board of Trustees
Tuesday, April 21, 2015 Meeting Minutes FINAL**

Present: Sara McNeil, Michael Simon, David Chmielecki, John Warner, Michelle Allen, Jeanne Hand;
Alternates: Kathy Carson [arrived late as noted]; **Guests:** Carol McCausland and Joan Warren [arrived late as noted]

Absent: Timothy Murphy, Caroline Hatala, Richard Knapik; **Library Director:** Nancy Ladd

Meeting opened at 7:05 pm

1. Chair's Opening Comments:

Timothy and Kathy have been sworn in.

2. Secretary's Report:

Jeanne had concerns that the new chrome books were being borrowed. Michelle clarified that the technology lending policy already in place applies to these items as well.

Minutes from last meeting were approved as written.

Motion: Michael Second: John Motion approved

3. Treasurer's Report:

The Treasurer and Assistant Treasurer have determined that there is no benefit to paying off the outstanding LighTec bill early. We will continue to pay this monthly.

[Joan and Carol arrived.]

The treasurer's report was accepted into the record.

Motion: John Second: Jeanne Accepted

The Investment Policy was handed out at the March meeting. It needs to be approved annually.

Motion to approve the existing investment policy for an additional year.

Motion: Michelle Second: John Motion approved

The signatories for checks are David, Jeanne and John. Michelle has confirmed this information with Sugar River Savings Bank.

4. Circle of Friends:

The silent auction event was very successful. The profit was \$4864.25. The Circle of Friends raised an additional \$243.50 at the Flea Market. The Circle of Friends is presenting to the Board a total of \$5107.75.

Motion to gratefully accept the \$5107.75 raised by the Circle of Friends at their two fundraising events.

Motion: Michelle Second: John Motion approved

Susan Grace photographed the Silent Auction event and created a photo album of the event, which will remain in the library.

Some ideas for the Circle of Friends going forward would be to assist at the book sale during Fall Foliage Festival, to help with holiday decorations, to reprise the silent auction and flea market events as well as to create and sell note cards of the library's stained glass windows. They are also considering sponsoring some programs for the library community.

[Joan and Carol left. Kathy arrived.]

5. Building and Grounds Committee Report:

Jeanne is seeking a bid to address the hanging lights in the old reading room as well as the stairwell lights.

Streamline Waterproofing & Caulking submitted a quote of \$10,063.00 for silicone caulking on the new building including removing and grinding out the old caulking. At least one additional quote will be acquired.

Granite State Glass has submitted a quote of approximately \$5000 for caulking around the windows on the new building.

Drainage will need to be addressed for both the old building and the new building. The old building work will fall under LCHIP. There will need to be coordination and communication between work on the old building and the new building with regards to drainage.

6. LCHIP Committee Report:

The committee has been seeking input from those with knowledge and experience working on old buildings. They are also working on identifying a Clerk of the Works.

7. Technology Committee Report:

The committee still needs to identify an IT consultant.

8. Volunteer Appreciation Tea:

This was a good event that meant a great deal to the volunteers.

9. Flea Market:

The flea market was successful but we do not have specific figures.

10. Schirmer Memorial Funds:

A committee of Sara and Jeanne will discuss and present to the board ideas for how best to use the memorial funds and honor Tina.

11. Next meeting will take place on Tuesday, May 19th.

12. Meeting adjourned at 8:50pm.

Respectfully submitted,
Michelle Allen