

**Pillsbury Free Library Board of Trustees  
Tuesday, May 19, 2015 Meeting Minutes**

**Present:** Michael Simon, Michelle Allen, Jeanne Hand, Caroline Hatala, Richard Knapik, Timothy Murphy; Library Director: Nancy Ladd

**Absent:** Sara McNeil, John Warner, David Chmielecki; Alternate: Kathy Carson

Meeting opened at 7:03 pm

**1. Secretary's Report:**

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

**Motion: Richard Second: Caroline Motion approved**

**2. Corresponding Secretary's Report:**

A few notes were sent out this past month.

**3. Treasurer's Report:**

With both the Treasurer and Assistant Treasurer absent from the meeting, there was no one to present this information. However, the board members present along with the Library Director looked over the reports and all seemed to be in order.

**4. Warner Woman's Club Donation:**

The Warner Women's Club has donated \$1000 to the Pillsbury Free Library.

**Motion to accept the donation from the Warner Woman's Club.**

**Motion: Timothy Second: Richard Motion approved**

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

During the brown-out/power outage on 5/12/15, the Chromebooks were very useful to fulfill the demand for computer access as they run on battery packs.

There needs to be a new signor for LighTec paperwork. The paperwork still lists Tina Schirmer.

**Motion to make Nancy Ladd an authorized signor for LighTec paperwork.**

**Motion: Richard Second: Caroline Motion approved**

The poetry event was well attended and greatly appreciated. The V.E. Day 70th Anniversary event was very well attended.

The catalog system (KOHA) is slow when checking-out and checking-in books. The system administrators are working on a solution to this.

The town maintenance person has retired and a replacement has yet to be hired. In the meantime, maintenance may not happen as quickly as desired.

The Town is revising the Safety Policy. Nancy has made sure that appropriate language is in the Disciplinary section with regard to Library employees that complies with state law.

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

There are several projects currently being investigated. The Building & Grounds Committee is seeking estimates on the following: lights on the stairway, caulking around windows in new building and replacing the glass on fogged-up windows, caulking in the expansion joints of the walls of the new building, and French drains on the grounds. They intend to bring estimates to the board for a vote at the June meeting.

**7. LCHIP Committee Report:**

The LCHIP Board has sent an LCHIP Project Agreement to the library. The LCHIP Committee will do a

final reading. It then needs to be signed by the Library Trustee Chair, Sara McNeil, notarized and mailed back to the LCHIP Board.

**Motion to allow the Building & Grounds Committee to proceed with the window restoration described in the LCHIP Project once the LCHIP Board has approved the contractor.**

**Motion: Richard    Second: Timothy    Motion approved**

**8. Technology Committee Report:**

The committee is still looking for a technology consultant.

**Motion to adjourn the meeting.**

**Motion: Michelle    Second: Richard    Motion approved**

9. Next meeting will take place on Tuesday, June 16, 2015.

10. Meeting adjourned at 8:23pm.

Respectfully submitted,  
Michelle Allen