

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

Present: Sara McNeil, Michael Simon, David Chmielecki, Michelle Allen, Timothy Murphy, Jeanne Hand, Caroline Hatala, Richard Knapik; Library Director: Nancy Ladd; Alternate: Kathy Carson

Absent: none

Meeting opened at 7:05 pm

1. **Minutes from last meeting** were approved as written.
Motion: Richard Second: Jeanne Motion approved

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

Thank you letters have been sent for a donation received and to John Warner for his service as a trustee.

Stationary is needed for correspondence. Nancy said this could be paid for with supplies funds. Nancy will order both stationary and note cards.

3. **Resignation of Trustee John Warner:**

John Warner has submitted his resignation as a trustee.

Motion to recommend to the Selectmen that Kathleen Carson be appointed as a Trustee until the March elections.

Motion: Tim Second: Richard Motion approved

Sara will notify the board of selectmen of the trustee board's recommendation.

There was a discussion of potential alternates. Sara will contact some possible candidates.

The assistant treasurer position is now vacant due to John's resignation.

Motion to nominate Jeanne Hand as the Assistant Treasurer until the March elections.

Motion: Tim Second: Richard Motion approved

The Vice Chair will join the Budget Committee. It will now consist of the treasurer, assistant treasurer, and vice chair (David, Jeanne, and Michael respectively).

4. **Treasurer Report:**

The treasurer's report was accepted into the record.

5. **Director's Report:**

The library has qualified for a free year of KIDSPEAK, a language learning program through Transparent Language online. The service has been activated and is available to library card holders.

The CD/cassette player has been received and cataloged for use.

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

An estimate has been received for the replacement of glass panes and seals on seven failed window units in the new building due to fogging between the panes. Granite State Glass, who installed the windows originally, has quoted \$1601.

Motion to proceed with Granite State Glass to replace the failed window units in the new building for \$1601 once Nancy confirms the current warranty.

Motion: David Second: Richard Motion approved

Estimates have been received for repairs on the new building including: caulking of exterior windows and

doors, addressing expansion joints and replacing bad and failed portions of the efs.

Absolute Restoration and Sealant Solutions from Auburn, NH - \$8570 quote
Nancy has asked them for references

Streamline Waterproofing and Caulking from Derry, NH - \$10,062 quote
However, this quote did not include some of the items included in the Absolute quote.

Motion to allow the Finance Committee to approve the expenditure of up to \$11,000 for repairs to the new building once the Building and Grounds Committee are satisfied as to the references, warranties and insurance of the biding companies.

Motion: David Second: Richard Motion approved

Tim Allen, head of the Dept. of Public Works of Warner, will assess, make recommendations and provide cost estimates for library building drainage. He is very aware of the library's drainage project and he will get to it as he is able

7. NHLTA:

The Pillsbury Free Library was featured in the NHLTA newsletter.

8. LCHIP:

There is an updated storm window quote of \$3787. Custom coloring would add \$466. However, the quote lists an incorrect number of windows and transoms. Michael will call to clarify the numbers of windows and pricing.

Tim is getting bids for the roofing.

9. Tina Schirmer Memorial Fund:

The committee will price out various options and report back to the board.

10. CIP:

The CIP process for the town has begun again. Michael, David and Nancy will meet to prepare the paperwork to submit to the town.

Next meeting is Tuesday, August 18 at 7pm

Meeting adjourned at 9:00 pm

Respectfully submitted,
Michelle Allen