

Pillsbury Free Library Trustees Monthly meeting

Tuesday, August 18, 2015

Meeting Minutes (Approved)

Attending: Trustees: Chair Sarah McNeil, Michael Simon, Timothy Murphy, Richard Knapik, David Chmielecki (late arrival), Library Director Nancy Ladd

Absent: Michelle Allen, Kathy Carson, Jeanne Hand

Meeting opened at 7:10 pm

Review of last month's minutes.

No correspondences to report, but we will keep a new record of correspondences sent in a folder at the Library desk.

Capital Improvement Project forms:

1. Carpets are 20+ y old, should be replaced before 5 years go by. This will require professional accurate movers to move and replace all library products and furnishings in proper order.

Projected carpet cost \$15,000, Moving furnishings \$14,000. Suggested plan is to put into Capital Reserve Funds \$5000 x 5 years, and \$4000 x 1 year which would total 29,000 by year 2021.

2. Library Interior Renovations

Historical, safety and functionality considerations. In upper level remove a drop ceiling, replace lighting, reconfigure HVAC and sprinklers, repair and paint plaster ceiling; refinish wood floors; reset stain glass in door that has a crack, add storm/insulating arch windows.

Lower level meeting room floor is not level. The room divide needs to be leveled. To reconstruct it may entail adjustments in kitchen, door frames, electric wiring, new flooring.

Total projected cost \$8868 for floor, (CRF 2016)

\$25,339 Fiction room ceiling and lights (CRF 2017)

\$4750 Arch storm windows, stain glass reset, and wood floor (2018 we will try to use library donations)

Total \$37,202 – 39,207. See CIP, new project form for details.

Source of funding: 30% from donations, 70% from town.

Motion made by Michael to submit 2 new Capital Improvement projects:

1- for Library carpets

1- interior improvement renovations

Second: Richard. Motion approved

[David Chmielecki arrived] **Minutes approved** as submitted: motion by Michael. Second by Richard.

Treasurer's report. See balance sheet for details.

Motion to accept: Richard. Second: Michael. Approved.

Library Director's report: Business as usual.

Low language program usage: secondary to summer time.

Robert Aarons, a volunteer, has moved to Cornish and will not be near enough to stay on here at the Library. A gift certificate has been purchased as a token of appreciation.

Sue's summer program had 2 paramedics, a K-9 unit and a policeman with Desert storm experience come visit the children's program.

Library will be closed Labor Day weekend.

Library budget due November 19th.

Library trustee orientation October 15, 2015

Building and grounds committee

Richard talked to DPW director Tim Allen, will follow up to get design for drainage system from library to town's drainage system.

Granite State Glass has been contracted to fix 7 failed windows.

LCHIP:

Committee met this afternoon with Anthony Mento who made Library's initial Building Condition and Historic Assessment report, and Jenna LaPachinski from the LCHIP office in Concord.

Motion by David to allow LCHIP committee authority to find construction manager to oversee project, along with hiring and negotiation.

Second by Richard. Motion passed

Motion by David to allow LCHIP committee authority to make contractor hirings as they see best for the LCHIP project.

Second by Richard. Motion passed

Tina Schirmer's memorial fund group are getting several small evergreen trees to spruce up the grounds. Interior improvements will be considered.

Next Meeting: Tuesday September 15, 2015.

Respectfully Submitted by

Timothy Murphy, Corresponding Secretary