

**Pillsbury Free Library Board of Trustees
Tuesday, September 15, 2015 Meeting Minutes -Approved**

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

Meeting opened at 7:05 pm

1. There was a moment of silence for Edie Rumrill, a Pillsbury Free Library volunteer who passed away Sunday, September 13th. The family will be having a reception in the library's Frank Maria Meeting Room following services on Thursday, September 17th.

2. Secretary's Report:

A correction is needed in the Capital Improvement Project section of the August minutes. A total of \$29,000 will be raised by 2021. The draft notes incorrectly state the money as being raised by 2012.

Minutes from last meeting were approved as amended.

Motion: Kathy Second: Jeanne Motion approved

[*Timothy arrived.*]

3. Corresponding Secretary's Report:

A thank you note will be sent to long time volunteer Margaret Schirmer for her years of service.

4. Treasurer's Report:

The Town of Warner has decided to switch back to Rymes from Huckleberry for propane service. However, with the fees associated with switching tanks, and the relatively small amount of propane the library uses, it makes more sense to continue with Huckleberry as the propane supplier for the library.

Motion to continue with Huckleberry as the propane supplier for the library:

Motion: Michelle Second: Timothy Motion approved

The Town of Warner is evaluating insurance benefit plan options. Their decision will impact library staff. Also, currently for a staff member to qualify for health insurance benefits, they must work 30 hours per week.

5. Capital Improvement Plan/Finance Committee report:

The Town Administrator is strongly encouraging the Board of Trustees to keep the Board of Selectmen informed of the status as the LCHIP project progresses. He further encouraged the review of contracts by persons familiar with such documents before anything is signed, paying particular attention to the fine print such as change orders and conflict resolution. The LCHIP Committee will consult with Rick Davies and the LCHIP Board representative.

Nancy and Jeanne attended the meeting of the Capital Improvement Project subcommittee of the Planning Board for the Town of Warner and submitted the two projects discussed at the August Trustee board meeting.

The finance committee has documented the sources of the matching \$50,000 for the LCHIP grant as required by the LCHIP Board. These funds will be sourced as follows: \$30,000 of the raised \$42,000 capital reserve fund approved at the March 2015 Town Meeting along with \$20,000 from the library donations fund.

6. Library Director's Report:

The library cannot switch to fiber optic for the phone service due to the alarm systems. It is unclear whether

or not the fiber internet service will be free. It may only be the television service that would be free.

7. Building and Grounds Committee Report:

The committee has moved forward with the approved repair projects on the new part of the library building.

8. LCHIP Committee Report:

The masonry repair work is ready to proceed. The gutter work is taking more time. It is possible to separate the two pieces with the LCHIP Board and proceed in two parts. The committee may need to use that option.

Motion to authorize the Treasurer to sign a letter to LCHIP stating that the \$50,000 matching funds will be sourced as follows: \$30,000 from the library capital reserve fund and \$20,000 from the library donations fund.

Motion: Michael Second: Kathy Motion approved

9. Technology Committee Report:

The committee met to discuss potential 2016 budget needs. Nancy and Michelle are researching items including a projector for the Frank Maria room, a cordless phone for staff use, web site re-theming and a microfilm reader/printer. The committee will meet again before the next board meeting to discuss costs and make final recommendations, which will be presented to the full board at the October meeting.

Motion to reallocate \$1000 from the 2015 technology budget originally allocated for two desktop computers to be used as catalogs and instead use those funds for two Chrome boxes to be used as catalogs as well as Wi-Fi extenders to improve internet access on the ground floor of the library.

Motion: Michael Second: Timothy Motion approved

10. New Business:

Performance evaluations for the Library Director were passed out to board members present. The absent board members will be contacted to pick up evaluations. Evaluation forms should be mailed to Sara by September 29th.

11. Next meeting will take place on Tuesday, October 20th.

12. Meeting adjourned at 9:05pm.

Respectfully submitted,
Michelle Allen