

**Pillsbury Free Library Board of Trustees  
Tuesday, October 20, 2015 Meeting Minutes FINAL**

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

**Absent:** [none]

Meeting opened at 7:05 pm

- 1. Minutes from last meeting** were approved as written.  
**Motion: Kathy      Second: Caroline      Motion approved**

- 2. Corresponding Secretary's Report:**  
Three letters have been sent for donations that were received.

- 3. Treasurer's Report:**  
The official COLA is 0%. The town is considering a 2% raise for its employees. The library would not have to follow this even if the town implemented a 2% raise for its employees.

The town is considering switching health plans. Whatever the town decides for health insurance will apply to the library's full time employee.

Money from the E. Cutting CD has been moved to the E. Cutting Savings Account to keep that balance above a required minimum.

The treasurer's report was accepted.

**Motion: Richard      Second: Kathy      Motion approved**

- 4. Finance Committee Update:**  
The Finance Committee will send a letter to Town Administrator Jim Bingham, copying the Trustees of the Trust Funds and the Treasurer, requesting that an initial \$12,000 be placed as soon as possible into the library building capital reserve fund.

The Finance Committee will meet on Saturday October 31st at 9am to discuss the 2016 budget.

- 5. CIP Update:**  
The town Budget Committee will meet on November 5th when all CIP requests will be presented. The library should have representation at this meeting. David, Jeanne, Michael and Sara will plan on attending

- 6. Library Director's Report:**  
The book sale during Warner Fall Foliage Festival raised \$1550. Typically a 15% donation is sent back in to the festival, this would be \$233.50.

**Motion to give 15% of the money raised from the book sale to the Warner Fall Foliage Festival board.**

**Motion: Richard      Second: Michael      Motion Approved**

Donations have been received in memory of Edith Rumrill (\$308.27 to date).

**Motion to accept donations in memory of Edith Rumrill.**

**Motion: Michael      Second: Kathy      Motion Approved**

Staff evaluations have been done by Nancy.

Windows 10 has been installed on all library computers.

- 7. LCHIP Committee Update:**

A draft of the Stewardship Plan was reviewed and discussed. This document needs to be approved by the board of trustees and sent to LCHIP.

**Motion to accept the Stewardship Plan pending a recommendation from Jenna at LCHIP whether the annual assessments should be for the whole building or just the old building.**

**Motion: Richard Second: Kathy Motion Approved**

**8. Technology Committee Update:**

Specific dollar amounts were presented for each item requested in the 2016 budget.

**9. Tina Schirmer's Memorial Fund Update:**

**Motion to spend up to \$220 from the Tina Schirmer Memorial Fund for the purchase of three shrubs after the drainage and grounds work is completed.**

**Motion: David Second: Tim Motion Approved**

The remainder of the funds will be used towards renovating the Frank Maria Meeting Room.

**10. Library Director's Evaluation:**

**Motion to go into nonpublic session** under RSA 91-A:3 II (a) dismissal, promotion or compensation of any public employee.

**Motion: Kathy Second: Timothy** A roll call vote was taken, Sara McNeil - yes; Michael Simon - yes; Kathy Carson - yes; Michelle Allen - yes; Timothy Murphy - yes; David Chmielecki - yes; Jeanne Hand - yes; Richard Knapik - yes; Caroline Hatala - yes.

In attendance: Sara McNeil, Michael Simon, Kathy Carson, Michelle Allen, Timothy Murphy, David Chmielecki, Jeanne Hand, Richard Knapik, Caroline Hatala

There was a discussion of evaluations of the Library Director.

**Motion to come out of nonpublic session.**

**Motion: Michael Second: David** A roll call vote was taken, Sara McNeil - yes; Michael Simon - yes; Kathy Carson - yes; Michelle Allen - yes; Timothy Murphy - yes; David Chmielecki - yes; Jeanne Hand - yes; Richard Knapik - yes; Caroline Hatala - yes.

11. Next meeting will take place on Tuesday, November 17, 2015.

12. Meeting adjourned at 9:30pm.

Respectfully submitted,  
Michelle Allen