

**Pillsbury Free Library Board of Trustees  
Tuesday, December 15, 2015 Meeting Minutes FINAL**

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

**Absent:** David Chmielecki, Timothy Murphy, Kathy Carson

Meeting began at 7:03pm.

**1. Secretary's Report:**

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

**Motion: Richard Second: Jeanne Approved as written.**

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

Circulation looks to be down for the year. This seems to be true for other libraries as well. However, e- and audio- book usage is up. The chrome books are being used regularly.

Sealant work around windows and wall seams is almost done. The sealant company has provided a quote of \$500 to repair the stairs at the upstairs side entrance.

Lighting options are still being investigated for the old reading room.

The two chrome boxes have been installed as public catalogs and are working very well.

Several board members will attend the Warner Budget Committee meeting scheduled for Thursday, December 17th.

**3. LCHIP Committee Update:**

The committee hopes to have the contracts for the roofing and masonry finalized for the January board meeting. Work will not begin until spring.

**4. Building Committee Update:**

The lights on the stairway are still an issue.

The committee has the numbers and design from Tim Allen regarding the drains for the perimeter of the library.

**5. Trustee Elections:**

People that wish to run for Trustee board positions will need to file for elections in January.

David, Michelle and Kathy will complete their current terms as of March 2016.

**6. Treasurer's Report:**

The library's allotment has yet to be paid by the town for October or November. Therefore, the library is unable to pay bills.

Sara will request a meeting with the Town Administrator, Town Treasurer, Town Bookkeeper, Trustee Chair, Library Director and Library Bookkeeper to discuss a regular monthly payment schedule per RSA 202-A:11 III.

Sara will send a registered letter to the Town Administrator and Board of Selectmen regarding the need for a regular monthly payment schedule per RSA 202-A:11 III and our current situation of being unable to pay library bills.

The financial reports were reviewed and it was noted that several numbers looked off due to the lack of income from the town.

**7. Town Budget Meeting Update:**

The warrant article for adding funds to the library building capital reserve fund is due January 7th. Michael will write this with input from Nancy and will request a meeting with the Board of Selectmen.

8. Next meeting will take place on Tuesday, January 19th.

9. Meeting adjourned at 8:55pm.

Respectfully submitted,  
Michelle Allen