

Pillsbury Free Library Trustees Meeting
7 pm April 19, 2016
FINAL minutes

Attendance: Trustees Mike Simon, Timothy Murphy, Sara McNeil, Anastasia Glavas, Jeanne Hand, Kathy Carson, Nancy Ladd (Director), Judy Pellettieri (candidate for Trustee).
Absent: Michelle Allen, Richard Knapik.

Meeting called to order at 7:15 by Assistant Chair Michael

March minutes: Kathy **moved to accept**, Jeanne seconded. **Accepted.**

Treasurer's report:

Monthly reports were reviewed. (Sara arrived)

Jeanne Hand explained how library makes payments out of our savings account. We use cashier checks, which are time consuming. She would like to switch to a checking account. Though, we would have to pay for checks, the convenience would be worth it.

A **motion** by Anastasia and seconded by Jeanne to change Donations account from savings to free checking. **Motion accepted.**

Finance Committee:

Review of committee minutes from April 7, 2016.

Review of current Capital expenses and income sources. Jeanne gave all members binders to help keep finance reports and contracts in order.

Mike: **motion to accept** treasurer and finance committee reports. Second: Sara. **Motion passed.**

The Town has started to pay the library allotment in quarterly installments to cover library expenses. Sara recommends we trial the quarterly payments for 12 months instead of 6 months.

Mike moved, Jeanne seconded that we continue the trial for 12 months, January 2016- December 2016. **Motion passed.**

The Library payroll expense exceeded the March allotment due to having 3 payroll periods in that month, and the excess amount was not withheld from the agreed quarterly payment paid in April. The Town bookkeeper has said they will send an invoice to have the library pay the town back. The library bookkeeper and Director feel it would be simpler to have the Town deduct the amount from next quarter's payment. The Board agreed this would be preferable and in keeping with the periodic adjustment suggested by the selectmen.

Recommendations for one trustee and three alternates.

The Chair, Sara, explained procedure for filling a Trustee opening. Judy Pellettieri agreed to be recommended for appointment until the March 2017 elections. Joe Eisenberg has indicated he wishes to serve as an Alternate. Moved by Kathy, seconded by Mike to recommend Judy to the Selectmen as Trustee, and Joe Eisenberg as an Alternate.

Circle of Friends - (COF)

On March 19th, the COF's held their second successful auction raising over \$4200 for the library! The event was well attended and thoroughly enjoyed by many townspeople. The COFs would like to keep \$1000 in reserve for their use for up-coming programs and events they might wish to sponsor. Sara asked the Finance Committee to study and come up with a proposal as to how the trustees might best account

for and manage the COF's donations to the library in addition to how the COFs' financial requests might be handled. Their proposal will be discussed at the May trustee meeting.

Flea Market April 23 from 9-1

Volunteers are still needed. Nancy has sold tables for 28 vendors. The Circle of Friends will have several tables and also be holding a raffle – an antique egg basket with plants. Additional light-weight tables are needed so the trustees urged that six more tables be purchased with donation funds from Sam's Club.

LCHIP

Project is progressing. We are getting contracts completed and getting input and recommendations from Jenna at LCHIP. Masons will be working in April, and roof, gutters and windows will be in May. Masons will then return in September. DPW/Tim Allen is to do drains for this project. His schedule is not set yet. Mike will meet with Selectboard to ensure that they are aware of our schedule and make a proposition to set a date for DPW's work.

Committees for the next year so far:

Technology Committee: Michele and Timothy

Personnel & Policies Committee: Kathy and Sara

LCHIP: Mike and Tim

Building and Grounds Committee: Jeanne Hand and probably Richard (absent)

Finance Committee: Michael, Jeanne, and Anastasia

Library Director's Report

Statistics, notes and event calendar were presented for review in written format.

Nancy said the Town Master Plan update for the Utilities and Technology section is describing the library as a focal place to provide public Internet access, and the committee discussed the need for enough budget and technical assistance for optimal protection of public data.

TDS has initiated the change to fiber optic service in the library by installing fiber TV service as required by the TDS Franchise with the Town, since they are ceasing Cable TV. TDS told Nancy the library needed to provide the interior Cat 5 wiring from the entry point (in the Boiler room) to the TV (in the Meeting room). This is tricky work due to paneling and masonry walls, but has now been achieved. Nancy has been gathering information about requirements and options for telephone service for Fire alarm and security dialers and Elevator emergency phone lines to see which can be converted from copper to fiber optic. Surrounding towns have had issues. The Fire Chief must okay the method used for fire alarm dialing. Fiber is NOT adequate due to low line voltage, and short power backup time; GSM /Cell technology may not be adequate in this location but is being considered/ tested.

The library has an automatic backup generator which means the elevator phone can be on fiber. Code requires 4 hours communication after an emergency elevator call is initiated. The existing phone setup meets code for its installation date but not recent ADA standards. An update to a single button auto-dial to 911 would cost \$724 and this project is considered a worthy upgrade. Budget and schedule will be considered by the Finance committee.

Once the number of lines to be converted is established, Nancy will authorize the change and will be able to get increased Internet speed, especially for uploads, for the same price currently paid. We may also be able to save money by dropping one line if we use GSM for the fire alarm.

Meeting adjourned at 21:20

Respectfully submitted,

Tim Murphy, Corresponding Secretary