

**Pillsbury Free Library Board of Trustees
Tuesday, June 21, 2016 Meeting Minutes DRAFT**

Present: Sara McNeil, Jeanne Hand, Michelle Allen, Kathy Carson, Judy Pelletieri; Library Director:
Nancy Ladd; Alternate: Joe Eisenberg

Absent: Michael Simon, Anastasia Glavas, Timothy Murphy, Richard Knapik

Meeting began at 7:05pm.

1. Secretary's Report:

There is a slight discrepancy between the figure presented by the Circle of Friends at the May meeting and the information in the Quick Books file of what was deposited and spent.

When the money was deposited from the James and the Giant Peach play, it was discovered that the total was actually \$70.91. This is an increase of \$1.00.

Minutes from last meeting were approved as written.

Motion: Kathy Second: Jeanne Minutes approved as written.

2. Corresponding Secretary's Report:

Note cards were ordered containing an image of the library.

3. Treasurer's Report:

Treasurer's report was accepted into the record as presented.

4. Finance Committee Update:

The board has not yet received payment from LCHIP. Therefore money has been used from other funds in order to pay contractors with invoices currently due.

The investment policy needs to be approved annually by the board. The board reviewed the policy.

Motion to approve the existing investment policy without changes for an additional year.

Motion: Judy Second: Kathy Motion approved.

5. NHLTA Orientation Report:

Kathy reported on her experiences at the NHLTA New Trustee Orientation. She learned a great deal about policies.

6. LCHIP Committee Update:

The first phase of the masonry repairs have been completed. He will return in mid-August to complete the repairs. The fireplace no longer leaks.

The front steps have shifted and need to be repaired. This is not part of the LCHIP project.

The step railings have been removed. They need to be repainted.

Motion to have Multi-Weld send out the railings for professional sandblasting and powder coating for a cost of up to \$500.

Motion: Kathy Second: Jeanne Motion approved.

Olde Window Restoration has removed the old storm windows. They have also removed the frames to be taken back to their shop to be repaired. The old storm windows are in the Frank Maria Room. Jeanne will attempt to sell them.

A draft design for gutter and heat trace routes was sent to LCHIP and is under review.

The Department of Public Works is estimated to start work next week on the drains.

7. Personnel and Policy Committee Update:

Many of the library's current policies are out of date and need review. The committee will begin by addressing the personnel policies. They will review the town's personnel policies in the hopes of adapting it to meet the library's needs.

8. Library Director's Report:

David Hartman built a new planter for the side entry. Linda donated the plants to fill the new planter. Nancy Cogswell tends the rear plantings. The D.A.R. donated \$20 in appreciation of the use of the meeting room.

There have been some changes in the way that downloadable books display in the library catalog. There were issues with the transition that have been resolved.

Sue is participating in the "1000 Books Before Kindergarten" program. The summer reading program theme is sports and fitness.

Auditors for Town have looked at the library's papers and there was only one minor comment for improvement.

There is an opportunity to sponsor a dance at town hall as a fundraiser. The board has decided not to take that on at this time.

9. WFFF:

The board has decided not to submit a request for funding from the Warner Fall Foliage Festival.

10. New Business:

It was brought up for consideration if the library should have an AED in the building. Further consideration and discussion will be needed.

Meeting adjourned the 9:10pm

Next meeting will take place on Tuesday, July 19 2016 at 7pm.

Respectfully submitted,
Michelle Allen