

**Pillsbury Free Library Board of Trustees
Tuesday, February 16, 2016 Meeting Minutes -Approved**

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

Absent: Caroline Hatala

Meeting began at 7:03pm.

1. Guest Joe Eisenberg attended. He may be interested in joining the board as an alternate.

2. Secretary's Report:

Section 4 was originally written as "The Warner Fall Foliage Festival board has approved the library request for up to \$1000." This should be \$1100.

Motion: Kathy Second: Tim Approved as amended

[*Richard arrived.*]

3. Correspondence Secretary:

A thank you will be sent to the United Church of Warner for the dinner on February 13th recognizing the library.

4. Treasurer's Report:

The Redington trust fund report from TD Bank was received. The library is one of several recipients from this fund.

Motion: Richard Second: Kathy Treasurer's report was accepted into the record.

5. Circle of Friends Auction:

The Circle of Friends is having an auction on March 19th. The trustees are contributing towards an item for the auction, possibly a dinner and movie gift certificate.

6. Finance Committee Update:

The \$5000 request for the library CIP will be included as a March 2016 warrant article recommended by the Budget Committee and Selectboard,

Nancy never actually received the raise in 2015 as approved by the trustee board.

Motion to provide Nancy's missed pay as a lump sum.

Motion: Michael Second: Richard Motion approved.

Cash bonuses for employees need to go through the payroll system and have various taxes withheld. However, non-cash bonuses up to \$50 are acceptable to give without going through the payroll system. This information will need to be kept in mind in the future.

7. Monthly Funding from the Town:

Nancy has worked with the town bookkeeper to prepare a document outlining a procedure by which the town can provide the library with the allotment in a timely manner.

Nancy and Sara attended the February 2nd Selectboard meeting. The minutes of this meeting were discussed.

8. Library Director's Report:

A projector and chrome book have been ordered.

9. LCHIP Committee Update:

Drafts of contracts for the mason and roofer have been created.

The masonry contract is currently set at \$69,300. The start date still needs to be worked out.

The roofing contract includes the gutter work and is currently set at \$12,000. There will need to be an additional gutter and downspout added to this contract.

Both of these figures are below the original estimated amounts.

10. 2016 Trustee Elections:

Michelle, Kathy and Anastasia Glavas have registered for the position of library trustee for the March town elections.

Meeting adjourned at 8:45pm.

Next meeting will take place on Tuesday, March 15th.

Respectfully submitted,
Michelle Allen