

**Pillsbury Free Library Board of Trustees
Tuesday, July 19, 2016 Meeting Minutes - DRAFT**

Present: Michael Simon, Anastasia Glavas, and Sara McNeil; Alternate Joe Eisenberg, and Library Director Nancy Ladd

Absent: Tim Murphy, Jeanne Hand, Michelle Allen, Kathy Carson, and Judy Pelletieri
Meeting began at 7:00 pm.

Sara announced that Richard Knapik has submitted his resignation as trustee.
There is a quorum present with Joe acting in the full capacity of a trustee this evening.

1. **Secretary's Report:** Minutes were approved as written.

Motion: Joe **Second:** Anastasia

2. **Treasurer's Report:** There is some concern that the quarterly payments may be causing additional work for the library's bookkeeper that then results in more money expended by the library. However, these quarterly payments are still on a trial basis. The treasurer's report was accepted into the record.

Motion: Michael **Second:** Joe

3. **Finance Committee:** Michael stated that the committee has prepared and submitted two forms for Capital Improvement Plans to the Town. One form focused on carpeting; the other form on various inside construction in the original building. On July 26, a library representative(s) will meet with the Planning Board to answer questions regarding these CIPs. (Copies of these forms were distributed to the Board. See finance committee minutes for details.)

4. **LCHIP Committee:** Michael and Nancy said the exterior work has been moving along well. The mason will return in September to complete his work. Gutter work is still pending. The granite steps are in being re-installed after finding significant underlying drainage issues. (See July's LCHIP and Building report for details.)

5. **Personnel and Policy Committee:** Sara stated that the committee is continuing to review Town personnel policies and making recommendations for adapting them for the library. All final recommendations will be presented to the Board for final approval.

6. **Librarian's Report:** We had 29 new borrowers sign up during June. There are 28 children enrolled in the summer reading program. Warner residents Mark Stock and Matt Boyer have each donated work toward the reinstallation of the front step railings. Nancy has prepared a number of documents from the library and the Town to place in a water-proof "time capsule" under the front granite steps. The Board fully supports this idea and praised her for collecting and preparing these documents.

Meeting was adjourned at 8:25 pm.

The next meeting is Tuesday, August 16, 2016 at 7pm.

Respectfully submitted,

Sara McNeil, Acting Secretary