

DRAFT Minutes
Pillsbury Free Library
Monthly Trustee Meeting
August 16, 2016 - Tuesday - 7:00 pm

Attending: Trustees Sara McNeil, Tim Murphy, Jeanne Hand (left at 7:45pm), Judy Pellettieri, Anastasia Glavas, Michael Simon, and Library Director Nancy Ladd.

Absent: Michelle Allen, Kathy Carson

Secretary's report from July's meeting was presented.

Motion: Anastasia Second: Judy

Minutes were accepted as written.

Corresponding Secretary's report:

Tim reported that thank you notes were sent to Matt Boyer and Mark Stock for their work and contributions for the removal, repainting and re-installation of the railings while the steps are being reset.

Treasurer's report:

Jeanne presented the updated capital expenditure funds payments and income as prepared by Nancy, and the monthly Quickbooks reports for all funds.

Motion to accept: Michael Second: Judy

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

Finance Committee Update:

Spreadsheet of past and anticipated capital expenses was presented in addition to a Quickbooks report of Capital Reserve Fund YTD.

(Jeanne Hand left the meeting at this point)

NHLTA Conference re-cap:

Anastasia reported on the workshops she attended in May at the NHLTA conference. She was very impressed with the information presented and the other trustees she met. Tim also reported on the Fundraising workshop he attended.

Technology Committee update:

Nancy stated that a new camera and a 2-line cordless phone have been purchased with budgeted funds. Tech related suggestions for the 2017 budget were discussed. Additional details are found in the tech committee meeting notes.

LCHIP Committee Update:

Michael stated that LCHIP has given final approval of all project elements and paid the 50% first payment of \$25,000. Jenna (from LCHIP) will visit the library on Thursday August 18th to determine if 50% of the project is complete in order to authorize release of the \$15,000 second payment to the library.

Final work schedule for the contractors is being made: Graham Pendlebury will return August 22 to complete the masonry work and Mike Connors will start the gutter and drain work by Sept 6.

Mild water damage to the historical front door occurred during masonry repairs under the arch. When the stained glass is removed to replace the previously cracked protective glass, the warped wooden crosspiece in the door will be re-glued and clamped before reinstallation of the glass. The door is also scheduled for re-staining. Project budget expenditures actual vs estimated were discussed.

Library Director's report:

Nancy reported an increase in Overdrive audio/e-book usage.

Hank, of Crow's Nest Consulting is assisting with mapping our computer network as a volunteer.

Children's summer reading program attendance is lower than last year; the end of summer family picnic and awards is tomorrow, 8/17/2016.

Discussion re: timeframe for interior work.

Capital improvement funds will be used for leveling the floor in the Frank Maria Room. Depending upon when funds are available and appropriate contractor(s) found, this work might be able to proceed during the winter of 2016-2017.

Plans to remove the dropped ceiling in the upstairs fiction room are planned for 2017.

Openings for one trustee and three Alternates

Trustee Richard Knapik has resigned for personal reasons. Alternate Joe Eisenberg has resigned because he's moving out of town. Trustees are urged to consider possible replacements.

New business: Nancy has asked that the Board consider working on long-term planning for the library including preparing a Master Plan Update. This will be discussed at a future meeting.

Meeting was adjourned at 9:04pm.

Respectfully submitted,
Tim Murphy, acting Secretary