

**Pillsbury Free Library Board of Trustees
Tuesday, December 20, 2016 Meeting Minutes FINAL**

Present: Sara McNeil, Michael Simon, Anastasia Glavas, Michelle Allen, Timothy Murphy, Kathy Carson, Judy Pelletieri, Ralph Parsons; Library Director: Nancy Ladd

Absent: Jeanne Hand

Meeting opened at 7:07 pm

1. Chair's Opening Comments:

Welcome to new trustee, Ralph Parsons.

2. Secretary's Report:

Minutes from last meeting were approved as written.

Motion: Judy Second: Kathy Approved as written

3. Special Meeting Minutes from November 30th:

Minutes from the special meeting were approved as written.

Motion: Kathy Second: Michael Approved as written

4. Corresponding Secretary's Report:

One thank you note was sent.

5. Trustee Openings for March Elections:

Kathy, Sara and Tim will meet to discuss possible candidates.

6. Budget Committee and Treasurer's Report:

Motion to continue receiving quarterly payments of appropriations from the town for 2017.

Motion: Michael Second: Kathy Motion approved.

A discussion was had regarding bonuses for staff. Cash bonuses or gift cards must go through payroll and taxes must be paid on them. This becomes very complicated. An alternative option is to offer a paid holiday which would be much easier to enter into the payroll system to ensure the proper taxes are paid.

Motion to give all hourly employees a four-hour paid holiday to be paid in the next pay period.

Motion: Michael Second: Ralph

Motion withdrawn by Michael with Ralph agreeing.

Motion to give the assistant director a six-hour paid holiday and all other hourly employees a four-hour paid holiday to be paid in the next pay period.

Motion: Timothy Second: Michael Motion approved.

7. LCHIP Committee and Building & Grounds Update:

A request has been submitted for a 6-month administrative extension. This was necessary to complete the following: gutters and heat trace, paint the walls in the meeting room, patch and paint the ceiling upstairs, repaint the front door, write the final report and stewardship agreement.

8. Personnel Committee Update:

Kathy reported on a recent NHLTA workshop that she attended along with Michael and Sara.

The committee will meet in January to complete the revision of the personnel policy.

9. Library Director's Report:

The spring play will be 'The Lion, The Witch and The Wardrobe'. Rehearsals for that will begin in January. Monthly after-school craft times continue to be very popular. Two more children have completed

the '1000 Books Before Kindergarten' program.

Nancy participates in the WOTM (West Of The Merrimack) cooperative of libraries. This has been informative and helpful.

Nancy is considering several speakers for public events.

The town is considering switching the security and fire alarm inspection company. Nancy will consider this as well.

Meeting adjourned at 8:55pm.

Next meeting will take place on Tuesday, January 17, 2017 at 7pm.

Respectfully submitted,
Michelle Allen