

**Pillsbury Free Library Board of Trustees
Tuesday May 15, 2018 Meeting Minutes**

Present: Michael Simon, Judy Pellettieri, James Zablocki, Kathy Carson, Ralph Parsons, Michelle Allen, Anastasia Glavas, David Bates, Library Director: Nancy Ladd
Absent: Rhonda St. James, Mary Pelky

Meeting began at 7:02 PM.

1. Recording Secretary's Report: David Bates

Draft minutes of the April 17, 2018 meet were reviewed by the board. The minutes were amended to correct typos.

Minutes from the last meeting were approved as amended

Motion: James Zablocki

Second: Judy Pellettieri

Approved

2. Corresponding Secretary's Report: Judy Pellettieri

Judy reported that she had written thank you letters to volunteers who helped with outdoor volunteer weeding, raking, mulching and edging, as well as those who helped with the flea market. She also wrote a sympathy note to a member of the circle of friends who lost a family member. The former custodian wrote a letter thanking the board for the parting gift note cards he received. Another thank you letter was received from a District United Methodist women's group who were hosted by the Library when their original venue was impacted by the power outages on May 5th. Judy plans to write a thank you letter to the Indian Museum and the Telephone Museum for their guest passes.

3. Treasurer's Report: Ralph Parsons

Ralph presented the Board with the monthly financial reports, as well as the Library's financial policies for their annual review. The financial policies will be discussed and voted on at the June meeting.

Jim asked that all the financial reports include two year comparisons in order to provide better context for the numbers. After discussion it was decided to review how financial information is presented to the board at the next budget committee meeting and to generate options to present to the Board at the June meeting.

Treasurer's report was accepted into the minutes.

Motion: David Bates

Second: Judy Pellettieri

Accepted into record

4. Budget Committee Report: Ralph Parsons

Ralph explained to the Board that \$6000 from the Lloyd and Annie Cogswell CD was earmarked in the budget approved in November for the Frank Maria room floor, but it wasn't needed as it became possible subsequently to fund the installation of the new flooring from the proceeds of donations and fundraising. The \$6000 will therefore remain unexpended at this time.

5. Long Range Financial Planning Committee: Michael Simon and Ralph Parsons

Ralph briefed the Board on the April and May Long Range Financial Planning Committee meetings. An energy auditor has submitted a proposal after an initial meeting. More work was done on the SurveyMonkey poll being developed by Rhonda and Nancy. The difficulty of anticipating technology needs in the long term was discussed.

Ralph and Michael explained that the Committee is considering whether to recommend working with a consultant to develop a feasibility study for the long term development of a \$500,000 to \$1,000,000 endowment.

Michael spoke about the NH Center for Nonprofits, which provides advice to non-profits and whose resources he has begun to explore. Membership is based on the income of the organization, and would be \$210 per year for the Library, although he felt making a recommendation to join would be premature.

Michael argued that it would be a good idea to begin increasing the salary of the Library Director with any surplus funds available this year. Increasing the Director's salary is a priority because the recent Town wage study found the current salary to be uncompetitive. Michael explained that adjusting the salary upwards this year would make it easier to gain momentum toward that goal as next year's budget is developed.

4. Buildings and Grounds Report:

Building committee will be meeting to discuss long term needs.

New flooring has been installed in the Frank Maria room, and it looks wonderful.

Quotes have been received for repairs to the stained glass windows. Nancy has begun an application for an Arts Council Conservation Plate Grant to fund repairs to two of the windows. The Division of Historic Resources will need to approve any planned work before it takes place due to the constraints of the LCHIP project.

The heat trace has been repaired.

5. Personnel and Policy Committee: Kathy Carson

Kathy explained that the Committee had resolved to revise the employee evaluation forms.

Kathy reported that the equalization of the pay rates of the Library Assistants approved by the Board at the April meeting had been recalculated to cost \$300 less rather than \$300 more than was currently budgeted for labor costs.

Kathy reviewed the draft interlibrary loan policy developed by the Committee so that it could be discussed and voted on at the June meeting.

Kathy reviewed the draft collections policy developed by the Committee so that it could be discussed and voted on at the June meeting. The Committee is currently working to develop a formal process to resolve situations where a patron complains about an item and wants it removed from the Library's collection.

6. Technology: David Bates

David reported that he attended the Selectboard's meeting on May 1st and explained to them that the Library would need to consider whether to replace its broken microfilm reader soon and that the viewing of Town records was the main use of the machine. The Selectmen agreed to begin a process of evaluating whether to continue keeping Town records on microfilm. A majority of the Selectboard expressed the opinion that it was the Town's responsibility to

take the lead in replacing the microfilm reader if it should continue to be necessary for citizens to view Town records.

7. Library Directors Report

Nancy reviewed the circulation numbers with the board, which are down from last year. Anecdotally she offered that other libraries have experienced a similar decline, although some have not. E-book circulation is up, and Nancy reported that a new online magazine service will be launched in June through the state library consortium.

The play The Emperor's New Clothes was put on and was very successful and well attended, despite the general power outage on May 5th. \$159 was raised for the food pantry and \$130 for the library.

Nancy attended a workshop put on by NHLA READS regarding library programming and came away with several interesting ideas, including a repair cafe, a memory lab and ignite sessions. She also explained that the Concord public library has had great success promoting their database services through social media.

Jim asked if a monthly count of the people who use library could be included as part of the Library Director's report in order to better capture what goes on in building other than books, and the Library's value to the community.

8. New Business: Michael Simon

Michael attended the NHLTA annual conference and went to workshops on fundraising, marketing the library brand, and managing the money. He is still digesting the information and will report what he feels is useful in the future.

Meeting adjourned 9:00 PM.

Next meeting to be held on Tuesday, June 19, 2018 at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary