

Pillsbury Free Library Board of Trustees  
**Tuesday, October 18th, 2011 DRAFT Meeting Minutes**

Chairperson Everett Hunt called the meeting to order at 7:00 P.M.

**Present:** Trustees Nan Cogswell, Jeanne Hand, Everett Hunt, Lynn Perkins, Tina Schirmer, Larry Sullivan and Library Director Nancy Ladd.

**Absent:** Linda Hedrick and Joan Warren

1. Chairperson Opens the Meeting. Everett Hunt opened the meeting at 7:00 p.m.
2. Minutes from the September Trustees Meeting. Larry asked that the minutes be amended and changed the wording under the Policy Committee report of a sentence to read "After being written, they are sent out to the Trustees during a 5-day period.". A motion to approve the amended minutes was made by Lynn, seconded by Jeanne, and the board accepted it.
3. Treasurer's Report. Tina presented the library's financial reports. It was noted that no financial gifts were given, and no capital expenses for September. She did mention that we are on schedule for income and total expenses right now. This report does not include the book sale profits from the Fall Foliage Festival, but we did make \$2,115 on the sale which was great news! Nancy mentioned that we had a lot of donated books, as well as discard books from the stacks. The library usually gives 15% of the proceeds to the Warner Fall Foliage Festival, and that amount would be \$317.20. Nan made a motion to donate this money, Lynn seconded, and the board accepted it.

The Budget Committee (Nancy, Tina and Jeanne) met to discuss the budget. One item up for discussion was the fee for non-residents (family) which is \$30, and \$15 for non-resident seniors. We talked about raising the fee, and Nancy mentioned that other towns ask for \$50. She mentioned that 73 people pay fees for non-resident (which is the same for seasonal non-resident) people. There are about 2,700 plus people in the town of Warner, and our total budget is \$210,000. After a discussion of increasing the senior fee (60 years old is a definite "senior age") and the family fee, Nan made a motion to increase the non-resident fee from \$30 to \$40 starting in 2012 and the senior discount will be eliminated. Also in the motion was to increase the non-resident fee to \$50 in 2013. Lynn seconded the motion, and it was accepted by the board. There was a discussion about whether non-cardholders should pay to use the computer, and Nancy will look into what other libraries do about this question, as people from other towns use our computers when their library is closed.

Tina said that we do have enough funds (\$5,900+) for the cost of the restoration of the windows. For hiding the propane gas tank and the generator out back, it was suggested that we could put lattice work around both of them. There is \$1,000 that is available for landscaping between the library and the Jim Mitchell Park, but those

funds could be available if nothing needs to be done this year. The Building and Grounds Committee have no plans for it. Lynn made a motion to accept the report and minutes, Larry seconded, and the board accepted it.

4. Library Director's Report. Nancy presented her written monthly report. She thanked everyone for our help during the Fall Foliage Festival book sale, especially Jeanne for handling the cash box all day Sunday, and Lynn for hauling away all the books not sold and left behind on Monday. She mentioned that e-books are taking off, as well as downloadable audios, and that we need to heavily "weed" out books to make more room. Regarding maintenance/repairs, she mentioned that some repainting will be needed in the Frank Maria Room after the ceiling and walls dry out, to cover the stains. A dehumidifier is needed, as the room smells damp and there is mold in the storage closet. But the cost of running it is very high. Because a low window facing the Park was damaged by a stone, the window has been replaced at a cost of \$192 by Granite State Glass. And the extra water usage has been due to the masonry repair work, and a leaky toilet flush valve, which will be repaired soon. There is still activity and concern in NH regarding the issue of the possible loss of 3 of the 4 library vans, and people are signing petitions as well as writing articles in newspapers, magazines, etc. People are finally "getting it". Some libraries are experimenting with "bookstore" organization of topics. We will be adding at the library clearer and larger signage for topics but continuing with the Dewey decimal system for now. Larry made a motion to accept the report and minutes, seconded by Nan, and the board accepted it.
5. Committee Reports. The various committees of the Trustees gave reports.

**Personnel:** No report.

**Building & Grounds:** Lynn presented the Committee report. Lynn noted that he had installed storm pane windows over the 2 west-facing stain glass windows. Lynn, Nan and Nancy met with Tim from Window Masters on Oct. 11 at 10:00 a.m. to go over the new proposal of the restoration of the six windows in the original section of the library. At a Committee meeting held at 3:00 p.m. today (October 18<sup>th</sup>) in the library, we discussed the work that would be done, and at a cost of \$6,166. To do the restoration and replace the Window Master Bi-Glass conversion on 6 windows, it would include 6 Half Screens; 4 re-caulk brick mold; 4 sill repair; paint stripping and scraping; and exterior painting. All window openings will be temporarily covered to prevent heat loss or damage from weather. Window Master will provide installation and remove window coverings as required. Specified single pane window units will be made into double pane units using patented Window Master Bi-Glass Process. Lynn gave each of us a copy of the detailed proposal. The Committee voted to recommend the proposal and present it to the Trustees members tonight.

Lynn had asked Tina and Nancy to see if money was available in the library funds for this project, and they said that the finances were there. After Lynn's presentation, there was a discussion whether to go ahead with the work. Larry immediately

declared his opposition to the project, especially the part of removing the old original glass and replace it with Bi-Glass, which should eliminate the need for storm windows. Larry was under the impression that as of a few years ago, the Trustees had agreed that we would keep the original old glass, for historic reasons being in such an old library, and just restore the windows. He said that he didn't know about the Window Masters Meeting and that he would have attended and made his negative opinions then. Lynn commented that he had attended an NHLA meeting recently at the Newport Library, where Window Masters had replaced the windows there and that he liked what he saw. He had spoken to the librarian who was very pleased with their work, and that she wants them to replace her windows at her old home in Newport also. Lynn also mentioned that he had replaced a few of his windows at home with double glazed windows and liked them very much. Larry went on to say that he was "vehemently" opposed to this idea, having talked with architects and builders who wished after years of replacing old windows with "new" ones, that they could have their old glass and window back, as this type of double window sealant had failed after 10-20 years. He stated that "they" are returning to restoring and retaining old windows now, not to replace them. After some more discussion, Jeanne made a motion to accept the Window Masters proposal, Lynn seconded, and the board accepted it by a 4 to 2 vote. Shortly after that, Larry left the meeting at 9:00 p.m.

**Policy:** The Social Networking Software Policy will be discussed at the next meeting, and the document will be distributed to those who did not receive it at the September meeting.

**Technology:** See minutes from October 11<sup>th</sup> meeting.

**Correspondence:** None.

**Old Business:** Lynn talked about his attendance at the NHLA meeting in Newport. He had a good time, and will report about it at the next Trustees meeting. Nancy talked about the CIP status. She and Lynn attended the public hearing at the Planning Board meeting. The next stage is in the hands of the Selectmen and Budget Committee.

**New Business:** No new business. The evaluation of the PFL librarian is upcoming, and we will receive information before that.

6. Next meeting. The next meeting of the Trustees will be on November 15th at 7:00 p.m. in the Maria Room. All Trustees expect to attend the meeting.
7. Adjourn. Lynn made a motion to adjourn the meeting, it was seconded by Tina, and the meeting adjourned at 9:15 p.m.

Respectfully submitted by Nan Cogswell, Recording Secretary.

11/05/11

## PILLSBURY FREE LIBRARY Balance Sheet Monthly YTD Report As of October 31, 2011

	<u>Dec 31, 10</u>	<u>Jan 31, 11</u>	<u>Feb 28, 11</u>	<u>Mar 31, 11</u>	<u>Apr 30, 11</u>	<u>May 31, 11</u>	<u>Jun 30, 11</u>	<u>Jul 31, 11</u>	<u>Aug 31, 11</u>	<u>Sep 30, 11</u>	<u>Oct 31, 11</u>
<b>ASSETS</b>											
<b>Current Assets</b>											
<b>Checking/Savings</b>											
Copier/Printer Fund	972.56	890.45	930.48	1,020.19	1,123.73	1,105.19	1,202.95	1,051.04	953.57	1,008.41	1,148.46
Donations Fund (non-lapsing)	16,398.02	16,407.11	16,559.00	16,626.42	15,812.41	16,654.55	16,891.62	16,181.31	15,752.83	15,762.77	18,169.73
Fines and Fees	3,459.39	3,473.28	3,473.68	3,485.12	3,481.55	3,637.95	3,644.39	3,674.86	3,721.32	3,682.78	3,704.26
Town Appopr. Operating Fund	7,577.17	4,813.64	5,799.97	9,984.49	8,966.68	9,036.05	6,420.16	2,641.64	8,383.83	9,035.79	5,369.21
Town Appr CD 9mo was MC now LSB	22,402.39	22,422.27	22,442.17	22,460.16	22,480.10	22,492.99	22,492.99	22,492.99	22,492.99	22,492.99	22,492.99
Cogswell, Lloyd & Annie Fund LS	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,223.07	25,223.07	25,223.07
Cogswell, Richard & Mary - Jumb	100,184.92	100,376.37	100,568.18	100,741.76	100,934.27	101,120.93	101,314.17	101,501.53	101,695.50	101,889.84	102,078.27
Cogswell, Richard & Mary - 5yr	9,977.51	9,996.58	10,015.68	10,032.97	10,052.14	10,070.73	10,089.97	10,108.63	10,127.95	10,147.30	10,166.07
Cogswell, Richard & Mary, MM-SR	4,904.78	4,905.49	4,906.13	4,906.84	4,907.52	4,908.23	4,908.92	4,909.56	4,910.18	4,911.41	4,911.41
E. Cutting Fund	2,306.27	2,306.56	2,306.83	2,307.12	1,782.40	1,782.63	1,782.85	1,783.08	1,783.30	1,783.52	1,783.75
E. Cutting Fund CD SRB 12 Month	37,774.05	37,806.45	37,835.74	37,868.20	37,868.20	37,899.64	37,932.15	37,963.64	37,996.21	38,017.18	38,037.49
F Maria Fund 12/2010 CD	7,000.00	7,004.58	7,009.16	7,013.30	7,017.89	7,022.33	7,026.92	7,031.37	7,035.97	7,040.57	7,045.03
M. Martin Childr. Fund	1,009.44	1,009.59	1,009.72	1,009.87	1,010.01	1,010.15	1,010.29	1,010.43	1,010.56	1,010.68	1,010.81
M. Martin Childr. Fund CD	5,037.39	5,037.39	5,037.39	5,037.39	5,037.39	5,046.71	5,056.35	5,065.70	5,075.38	5,085.08	5,094.48
<b>Total Checking/Savings</b>	<u>244,110.06</u>	<u>241,555.93</u>	<u>243,000.30</u>	<u>247,600.00</u>	<u>245,580.46</u>	<u>246,894.25</u>	<u>244,879.90</u>	<u>240,521.95</u>	<u>246,162.66</u>	<u>247,091.39</u>	<u>246,235.03</u>
<b>Total Current Assets</b>	<u>244,110.06</u>	<u>241,555.93</u>	<u>243,000.30</u>	<u>247,600.00</u>	<u>245,580.46</u>	<u>246,894.25</u>	<u>244,879.90</u>	<u>240,521.95</u>	<u>246,162.66</u>	<u>247,091.39</u>	<u>246,235.03</u>
<b>TOTAL ASSETS</b>	<u><b>244,110.06</b></u>	<u><b>241,555.93</b></u>	<u><b>243,000.30</b></u>	<u><b>247,600.00</b></u>	<u><b>245,580.46</b></u>	<u><b>246,894.25</b></u>	<u><b>244,879.90</b></u>	<u><b>240,521.95</b></u>	<u><b>246,162.66</b></u>	<u><b>247,091.39</b></u>	<u><b>246,235.03</b></u>
<b>LIABILITIES &amp; EQUITY</b>											
<b>Equity</b>											
Fund Balance	298,921.76	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06
Net Income	-54,811.70	-2,554.13	-1,109.76	3,489.94	1,470.40	2,784.19	769.84	-3,588.11	2,052.60	2,981.33	2,124.97
<b>Total Equity</b>	<u>244,110.06</u>	<u>241,555.93</u>	<u>243,000.30</u>	<u>247,600.00</u>	<u>245,580.46</u>	<u>246,894.25</u>	<u>244,879.90</u>	<u>240,521.95</u>	<u>246,162.66</u>	<u>247,091.39</u>	<u>246,235.03</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>244,110.06</b></u>	<u><b>241,555.93</b></u>	<u><b>243,000.30</b></u>	<u><b>247,600.00</b></u>	<u><b>245,580.46</b></u>	<u><b>246,894.25</b></u>	<u><b>244,879.90</b></u>	<u><b>240,521.95</b></u>	<u><b>246,162.66</b></u>	<u><b>247,091.39</b></u>	<u><b>246,235.03</b></u>

**PILLSBURY FREE LIBRARY**  
**Budget vs. Actual YTD**  
 January through October 2011

9:47 AM

11/05/11

Accrual Basis

	<u>Jan - Oct 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Copy/printer income	903.19	800.00	103.19	112.9%
Donations-Rec'd	4,060.01	2,875.00	1,185.01	141.2%
Equipment Sold	75.00			
Fines&Fees	519.39	650.00	-130.61	79.9%
Government -Local Taxes	139,651.73	186,202.00	-46,550.27	75.0%
Grants Rec./Ecumb	475.00	1,500.00	-1,025.00	31.7%
Interest Income	2,694.15	3,400.00	-705.85	79.2%
Misc. Credits	342.30			
Trusts-Town & Redington	190.94	813.00	-622.06	23.5%
<b>Total Income</b>	<b>148,911.71</b>	<b>196,240.00</b>	<b>-47,328.29</b>	<b>75.9%</b>
<b>Expense</b>				
Capital Expense	1,698.60	9,025.00	-7,326.40	18.8%
Collections	14,720.78	19,695.00	-4,974.22	74.7%
Copier/printer Expenses	867.94	800.00	67.94	108.5%
Donation spent	2,986.08	2,000.00	986.08	149.3%
Grants Expended	475.00	1,500.00	-1,025.00	31.7%
Facilities Operation	20,849.67	28,994.50	-8,144.83	71.9%
Misc Operating Exp	2,700.90	5,765.00	-3,064.10	46.8%
Personnel expen	100,201.22	139,059.00	-38,857.78	72.1%
Programs and PR	1,836.01	2,750.00	-913.99	66.8%
Temporary Expenses	170.50			
Trustees exp	280.04	800.00	-519.96	35.0%
<b>Total Expense</b>	<b>146,786.74</b>	<b>210,388.50</b>	<b>-63,601.76</b>	<b>69.8%</b>
<b>Net Ordinary Income</b>	<b>2,124.97</b>	<b>-14,148.50</b>	<b>16,273.47</b>	<b>-15.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Government-Local CIP	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
Open Source ILS /catalog CIP	0.00	0.00	0.00	0.0%
CIP Ceiling Insulation/Windows	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>2,124.97</b>	<b>-14,148.50</b>	<b>16,273.47</b>	<b>-15.0%</b>

11/05/11

**PILLSBURY FREE LIBRARY**  
**Profit and Loss Monthly and YTD (condensed)**

January 1 through November 5, 2011

	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11	Nov 1 - 5, 11	TOTAL
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
Copy/printer income	0.00	40.00	137.76	103.50	30.00	206.68	0.00	190.45	54.80	140.00	0.00	903.19
Donations-Rec'd	7.00	150.00	24.00	123.00	1,194.60	10.00	96.66	57.00	8.00	2,389.75	0.00	4,060.01
Equipment Sold	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
Fines&Fees	57.45	0.00	11.00	40.00	155.95	93.99	30.00	46.00	5.00	80.00	0.00	519.39
Government -Local Taxes	0.00	15,888.88	31,405.74	14,772.81	15,516.86	0.00	15,516.86	31,033.72	15,516.86	0.00	15,516.86	155,168.59
Grants Rec./Ecumb	0.00	0.00	0.00	0.00	250.00	225.00	0.00	0.00	0.00	0.00	0.00	475.00
Interest Income	271.49	268.36	249.58	240.15	267.34	263.16	255.21	380.77	253.28	244.81	0.00	2,694.15
Misc. Credits	17.00	0.00	42.20	0.00	0.00	150.10	89.25	0.00	26.75	17.00	0.00	342.30
Trusts-Town & Redington	0.00	0.00	0.00	0.00	0.00	0.00	190.94	0.00	0.00	0.00	0.00	190.94
<b>Total Income</b>	<b>352.94</b>	<b>16,347.24</b>	<b>31,870.28</b>	<b>15,279.46</b>	<b>17,489.75</b>	<b>948.93</b>	<b>16,178.92</b>	<b>31,707.94</b>	<b>15,864.69</b>	<b>2,871.56</b>	<b>15,516.86</b>	<b>164,428.57</b>
<b>Expense</b>												
Capital Expense	0.00	568.00	0.00	0.00	505.60	0.00	625.00	0.00	0.00	0.00	0.00	1,698.60
Collections	804.15	781.64	1,314.00	2,964.96	1,467.84	1,325.62	1,628.72	1,840.90	1,576.96	1,015.99	195.85	14,916.63
Copier/printer Expenses	82.15	0.00	48.10	0.00	48.60	249.16	151.97	287.96	0.00	0.00	191.06	1,059.00
Donation spent	50.00	50.00	0.00	932.99	514.99	0.00	1,000.00	0.00	120.90	317.20	0.00	2,986.08
Grants Expended	0.00	0.00	0.00	0.00	250.00	0.00	225.00	0.00	0.00	0.00	0.00	475.00
Facilities Operation	1,424.64	3,073.53	3,620.06	1,516.10	1,894.25	1,092.26	1,387.67	2,119.53	2,596.63	2,125.00	597.62	21,447.29
Misc Operating Exp	485.86	377.12	187.03	295.68	387.59	188.00	174.77	248.86	211.99	144.00	318.33	3,019.23
Personnel expen	0.00	9,938.78	21,877.55	10,969.82	10,825.44	0.00	15,037.36	21,475.20	10,077.07	0.00	10,640.01	110,841.23
Programs and PR	50.27	113.80	168.55	374.45	171.15	108.24	306.38	94.78	352.41	95.98	0.00	1,836.01
Temporary Expenses	0.00	0.00	30.25	0.00	110.50	0.00	0.00	0.00	0.00	29.75	0.00	170.50
Trustees exp	10.00	0.00	25.04	245.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.04
<b>Total Expense</b>	<b>2,907.07</b>	<b>14,902.87</b>	<b>27,270.58</b>	<b>17,299.00</b>	<b>16,175.96</b>	<b>2,963.28</b>	<b>20,536.87</b>	<b>26,067.23</b>	<b>14,935.96</b>	<b>3,727.92</b>	<b>11,942.87</b>	<b>158,729.61</b>
<b>Net Ordinary Income</b>	<b>-2,554.13</b>	<b>1,444.37</b>	<b>4,599.70</b>	<b>-2,019.54</b>	<b>1,313.79</b>	<b>-2,014.35</b>	<b>-4,357.95</b>	<b>5,640.71</b>	<b>928.73</b>	<b>-856.36</b>	<b>3,573.99</b>	<b>5,698.96</b>
<b>Net Income</b>	<b>-2,554.13</b>	<b>1,444.37</b>	<b>4,599.70</b>	<b>-2,019.54</b>	<b>1,313.79</b>	<b>-2,014.35</b>	<b>-4,357.95</b>	<b>5,640.71</b>	<b>928.73</b>	<b>-856.36</b>	<b>3,573.99</b>	<b>5,698.96</b>

**Statistics** Note: annual Circ increased 57% from 2007 to 2010. Staff hours increased 6.6%  
 \* As of Oct circulation is holding steady with 2010 (down .4%) Interlibrary loan is down 1%.

DVD, Teen and children's usage is on the rise, as is downloadable **Ebooks**– including 15 kindle downloads.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	2010 Y
Adult	1119	1162	1498	1174	1235	1058	1264	1424	1231	1158			12323	15,977
Ch/YA	1278	1265	1805	1259	1318	1497	1661	1873	1488	1578			15022	16,717
Mags	98	74	103	101	93	89	100	111	133	98			1000	1184
e-audio	66	74	62	54	60	50	66	77	67	69			645	575
e-book	11	13	8	16	21	25	37	37	39	52			259	24
<b>Total</b>	<b>2572</b>	<b>2588</b>	<b>3476</b>	<b>2604</b>	<b>2727</b>	<b>2719</b>	<b>3128</b>	<b>3522</b>	<b>2958</b>	<b>2955</b>			<b>29249</b>	<b>34477</b>
EBSCO	8	0	8	13	36	11	10	23	23	15			137	41

<b>ILL</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	2010
In	37	76	103	72	86	85	89	90	76	70			784	851
Out	67	64	61	70	56	65	77	64	80	67			671	844
<b>Total</b>	<b>104</b>	<b>140</b>	<b>164</b>	<b>142</b>	<b>142</b>	<b>150</b>	<b>166</b>	<b>154</b>	<b>156</b>	<b>137</b>			<b>1455</b>	<b>1695</b>

**New Borrowers** 17 month, 154 YTD **Computer Use:** 350 month, 3407 YTD  
 Borrowers moved, deleted +/- or died: 5 month = 77\* YTD **Museum Passes:** 4 month, 69 YTD  
 Total Patrons registered: approx 3411\* plus 234 NH libraries  
 (\*Note: we are cleaning up the patron list – deletions may be high at the end of 2011)

**Overdrive audio/ ebook** 121 downloads: (52 ebook (15 kindle), 69 audio), 2 from mobile access

**New users** 2 this month, 47/ year; **Indiv. users** 31 /mo.

Online **EBSCO** use: 15 sessions in Sept. from 3 IP locations

Mango Language system: Sessions: month = 2; YTD = 78; languages accessed, month = 1.

## **Summary of News & Information**

**Meetings:** Dept Head mtg was delayed again. Date TBA. Emergency Planning meeting, Community Leaders meeting Nov 9<sup>th</sup>, NHLA Conference Nov 4, CHILIS (Sue) and Keene Literature Festival.

**Publicity / programming:** Kearsarge Happenings is now available.

National Gaming in the Library Day, Nov 12, KACC Coffee Talk (online services) at Lib Nov 15.

A GED Clinic (pretest) will be offered by Susan Bubp of Second Start on Monday November 28.

**Children's Programs.** The new second preschool storytime on Weds. at 2 pm (2 x mo.) for 3 yr olds who have Thurs. Preschool. – attendance is poor (2 and zero this month).

**Displays:** none active: library – motif china.

**Other Activities:** copies of the petition about van service were sent in (almost 5 pages).

**Scheduled maintenance/repair:** Sprinkler inspection with new company (Hampshire Fire) Nov 9.

**Unscheduled maintenance:** Mulberry tree branch from the Park fell in the blizzard onto the library roof, was removed and trimmed by owners. Children's Room window cracked by a stone was replaced, and Mainstreet Bookends/MainStreet Warner has offered to pay expenses of replacement.

## **Gifts and Donations**

7 CD's of recordings of music played by and/or composed by Paul Knudsen, of Sutton, compiled and donated by him. To be stored with the sheet music of his compositions in the "Warner Collection".

## **Staff and volunteers**

Annual staff performance evaluations for the Library Director is being done– questionnaires were passed out to Trustees and Staff the week ending Nov 5.

New Volunteers: Sarah Metheany is volunteering twice a week and is a huge help.

## **Detailed news**

Technology:

Added iTunes and updated the OverDrive module on public machines (for Apple iOS5)

### **Added to Website:**

- contents page for digital newspaper files (with sample files),
- more policies (online social media draft)
- Links to Church facebook page and other volunteer opportunities, to enhance communication.

**Local Meetings:** The United Church of Warner **Community Leaders** bag lunch discussions (October 19 and Nov 9) are productive. Next one: Dec 7. Discussion of ways the many groups can work together to fill any community needs centered on helping to increased availability of the Food Bank and to coordinate assistance for households in need.

Nancy was included in the Emergency Operations Planning update meeting Wed Nov 9<sup>th</sup>.

Retailers Holiday event, Dec 10: the library will participate with a story time.

### **Programs:**

KACC coffee Talk Nov 15, GED clinic Nov 21.

The discount package for **Movie Licensing USA** for 2012 will be available at 25% discount as not many libraries had signed up. Payment is due by Dec 31, 2011.

The Local Foods/ energy awareness group has picked dates for showing independent **movies** (Jan 20 and Feb 17) and is finalizing titles (GasLand in January, Broken Limbs (sustainable farming / orchards) in Feb so far), and a book discussion is planned for march on a local /agriculture theme.

### **Maintenance /Repairs**

Some repainting will be needed in the Frank Maria Room after the ceiling and walls dry out, to cover stains. A dehumidifier needs to be purchased, as the room smells damp and there is mold in the storage closet.

The double glazing on a low window facing the Park has been fixed. Neil Nevins offered to pay for it. In the Halloween blizzard a branch of the Mulberry tree in the park split and half of it ended up on the Library roof. The Park hired its removal along with additional trimming.

The excessive water usage may now be ended. The toilet mechanism that was running steadily (a Flushmate) has been repaired by Nancy (\$34.30 in parts). We are looking into costs of a meter for outside water.

**NH Librarian meetings and activities:** Sue Matott attended Keene Children's Literature Festival and a CHILIS meeting. Nancy attended another Warner Community Leaders' meeting, the NHLA Fall conference, and an Emergency Response planning discussion.

**Online Services:** There is discussion amongst NH librarians about adding NH books/ authors to the downloadable ebook site. Some may be history books, or these might be on another site. The NHSL can no longer provide the Genealogy database access to HeritageQuest. A group rate might be \$250 per library, paid at the local level, but only if more libraries sign up.

**Collections:** We recently received 7 CD's from Musician/ Composer Paul Knudsen of recordings of his music and performances by him. These will be added to the local "Warner collection" alongside his sheet music. We will make copies for circulation/ listening use, by permission.

**Children's services:** Although the extra Wed PM story sessions were requested, attendance has been poor so far. We will continue for a little while to see if cold weather makes a difference.

Respectfully submitted,  
Nancy Ladd

11/10/2011

Pillsbury Free Library Director's Monthly Report, October 2011

**Oct – Dec 2011 Calendar:**

**Since last meeting**

Budgeting, Maintenance, booksale, and Staff performance evaluations

**Oct 19 Community Leaders luncheon noon to 1:30 PM**

Oct 19 After School craft 3 PM

**Oct 20 CHILIS conf (Sue)**

**Oct 22 Keene Literature Festival (Sue)**

Oct 25 Technology Committee

Oct 27 B&G meeting 2 pm

Oct 29-Nov 3 Sue away (NOT here for Halloween)

Oct 31 Halloween: Children's parade (staff/trustees to give out goodies – in costume?)

Nov 1 Technology Committee 6:30 pm

**Nov 4 NHLA Fall Annual Meeting 8:30 am – 3 pm Concord**

Nov 8 Lib budget committee 9:15 am

Nov 9 Lynn Madigan's Birthday

**Nov 9 Community Leaders luncheon noon to 1:30 PM**

Nov 9 Kearsarge Happenings annual meeting 4:30 PM at KACC office.

Nov 9 Emergency Operations Plan meeting 7 pm Fire Station

Nov 10 Personnel Evaluation Discussion with Nancy

**Future events:**

Nov 12 (Sat.) National Game Day 10 – 1 Board and card games, Wii, Bridge

Nov 15 Trustees Mtg 7 pm

Nov 15 KACC Coffee Talk hosted by Library (topic: online library services)

Nov 16 After School program 3 pm

Nov 17 7 pm Town Budget meeting – Library budget summary

Nov 21 Staff meeting 9 AM

**Nov 24 Closed – Thanksgiving**

Nov 28 GED Clinic by Second Start, 6 pm

11/28-30 (Wednesday) Decorate Town Hall festival tree

Dec 1 Annual FFF meeting at PFL 6 pm

Dec 2 Festival of trees preview party (FRIDAY) 6 – 8 pm

Dec 10 Warner Retailer's Holiday shopping tour

Dec 19 Staff meeting – brunch? 9 am

Dec 20 Trustees Meeting 7 pm

**Dec. 24 Closed – Xmas Eve (Saturday)**

Dec 25 Judy Ackroyd's birthday

**Dec 26 MONDAY(? Closed?) official "paid holiday" for Xmas Day**

Dec 26 Robert Aaron's Birthday

Dec 27 Undecorate trees at town hall

Dec 28 Everett Hunt's birthday

**Dec 31 (Saturday) open, closed or close at noon?**

**January 2, 2012 (Monday) – Closed (NO SCHOOL, etc)**

January 16 Closed (Holiday)

January 20 Movie – Gasland 7 pm

# Pillsbury Free Library

## Building and Grounds Committee Meeting

### Tuesday, October 27<sup>th</sup>, 2011

Present: Nan Cogswell, Everett Hunt, Lynn Perkins, Tina Schirmer and Library Director Nancy Ladd.

Public in Attendance: Larry Sullivan and Mimi Wiggins

The meeting was called to order by Chairperson Lynn Perkins at 2:05 p.m.

**Insulation of Dome Ceiling:** Lynn started the meeting with the discussion of the insulation of the dome ceiling in the old part of the library.

We have received a bid from Tom Baye of Baye Building Company, Inc. whose quote involved a sub-contract with Building Installed Products (from Manchester). The bid is \$2,461.40 which consisted of R-30 and R-60 borate-loose fill cellulose (which is a fire retardant) blown into the attic over the arched ceiling. That also would fill the slopes/walls and dense pack in cavities from above. They would also air seal select ceiling penetrations with foam prior to blow in.

BET (from Bow) would be \$14,224.00 which would be spray foam and cellulose. This was a bid from 2009.

Precision Building (part of Bruss) bid was for \$12,125.00 and that would be blown in cellulose. They would do that from the roof eaves, and would involve taking off and putting back on part of the slate roof.

Quality Insulation (from Meredith) 2011 quote was \$9,760.00 for blown in cellulose.

The attic is not vented, and we could install a vent to let the ceiling “breathe”, so that it wouldn’t hold moisture. Also, once the “access hatch” is open, make sure we leave it available so that we could use it again, if necessary. Nancy had asked how much weight would be put on the ceiling, and Tom said only a couple hundred pounds. We considered the moisture content after the blown in cellulose. The R-value of 60 is where you get the most depth. R-value of 30 would be in the sides (the pockets) until you reach to the top of the dome. The concern is that there is no air available to go thru the attic once it’s sealed.

Everett mentioned that we should sit down with all the builders and talk with them, individually, and we agreed to do that. Lynn will call and set up the meetings, hopefully soon. There were four questions that need to be asked of them:

1. All talking about borate?
2. Second bid from BET to be just cellulose?

3. Talk with all the bidders, and have them ALL see the attic. Probably one hour at each meeting. Clarify why the “flat attic” is described separately by BET.
4. The committee should also look into the total cost, including the cost of “touch up and paint” afterwards, fixing the cracks and paint over it, then monitor it for the future.

After a brief discussion, we decided to stop the CIP request for money from the Town Budget for the insulation purpose because of the new bid being well under the \$10,000 guideline for CIP. Nan made a motion to pull back the CIP request, Lynn seconded, and it was accepted by the committee. At the Budget meeting, it should be mentioned that we don't have a “capital reserve fund” in case repairs/maintenance comes up for the library. If one is created, we need to know who would decide on spending since the library is a town building. Also mentioned was the “built trusses” that hold up the dropped ceiling under ½ of the dome. There is “insulation batting” over them.

**Six Windows to be Restored:** We discussed the decision of accepting Window Masters' contract. Lynn will call and tell them that there is a delay in our decision. There was a concern about the historical preservation of the windows, especially removing the old glass, and the committee decided not to move forward with accepting the contract. Since we voted on this at the last PFL Trustee Meeting on October 15<sup>th</sup>, we decided to reconsider our vote at the next Trustee meeting on November 15<sup>th</sup>. Everett decided we will not need a special meeting to do this. It also needs to be discussed, to create a policy or guidelines about what historic elements to preserve, and maybe get the Warner Historical Society involved. One of the bids was not including putty but using silicone. Lynn talked about the delicate nature of the old glass, and using plexi glass on the outside, screwing it into the wood. Then you can't remove them easily, so that you wouldn't be able to open the windows in the summer, which people would like to do. Or we could have them installed on the inside, and be able to remove them in the summer.

We will talk to N.H. Historic Sash & Window again, since they would preserve the old glass, and Old Window Restorers.

During our discussion, it was mentioned by Tina and Nancy that people at the library like to be able to open the windows during the good weather and not to have them sealed. Nancy mentioned that we could have the N.H. Preservation Society or Dept. of Historic Resources come in, to give us advice. The library is not on the Historic Register, but has been designated as eligible to be included, so is still able to get grants. Lynn is in the process of looking over the three proposals, again. He also talked about his visit to Strawberry Banke and had met with a director overseeing the restoration project of old buildings over there, especially the work being done on old windows and how they restore them. He mentioned that they get some of their glass from Germany, and use other old glass that they can salvage and reuse the old pieces. He did say that he would replace the “pile” in the present storm windows for improved warmth this winter.

Public Comment:

Chair recognized and allowed comments from Larry Sullivan, former trustee, who attended the committee meeting. Larry stated that the library should be added to the Historic Register. His historical knowledge of the Pillsbury Free Library is vast, as he had just written a book this past

year which was published in time for the 120<sup>th</sup> anniversary party on August 4<sup>th</sup> in Warner. He was glad to hear that we are heading in the right direction, re-addressing our inquiries and meeting with other “restorers” to see if we can save the old glass, etc. and do as little change as possible of the old part of the library. He did mention that if we re-paint the ceiling of the arch dome after the insulation, that we should get someone to “inspect” it as there might be a “fresco painting” underneath. Apparently during his research, a few other buildings built during this time (1893) have beautiful frescos and that that might be the case here in the library. No architect had any idea of this possibility, that was recorded, and no photos have been found of this. Nancy mentioned that maybe Linda Donovan (from Warner who restores paintings) might be able to check a corner to verify that possibility. Larry commented on the encouragement that he felt after hearing our discussions at the meeting, and hoped we would consider at all times the historic value of this library during our committee meetings, and restoration work, as it is a “special gem” in the town of Warner.

Nan mentioned that she will be contacting Lynn Madigan regarding the flower garden aspect of the library and Jim Mitchell Park side of the grounds, and what their plans are.

Everett made a motion to adjourn the meeting, Nan seconded it, and the meeting ended at 3:45 p.m.

# Pillsbury Free Library Online Social Software Policy

Presented Sept 2011 to be discussed and voted November 2011

In keeping with the Pillsbury Free Library's mission to "serve the public by providing the freedom and opportunity to access information, knowledge, and ideas from a wide variety of sources" the Library participates in various "social software" applications whereby library staff and community members can interact through virtual (internet) communication. These resources, summarized below, allow access to the resources of the Pillsbury Free Library without mandating a visit to the physical library. The Pillsbury Free Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Warner's needs for informational, educational, cultural and recreational pursuits.

## **Definition of online social software**

Online social software is defined as any website or application which allows users to share information. Social software can include, but is not limited to, blogging, instant messaging, social networking sites, wikis, and posts to the library website. Examples of such sites are Twitter, Facebook, MySpace, YouTube, and various blogging sites like Blogger and Wordpress.

## **Privacy**

The Library does not collect, maintain, or otherwise use the personal information stored on any third party site in any way other than to communicate library-related information with users on that site. Users may remove themselves at any time from the Library's "friends" or "fan" lists, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Users are encouraged to protect their privacy by not posting personally identifying information, such as last name, school, age, phone number, or address.

## **Parental Controls**

As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of social networking applications.

## **Commenting**

Comments, posts, and messages are welcome on the Pillsbury Free Library social networking sites. While the Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible). All postings which contain any of the following will be removed :

- Obscene or racist content
- Content that would be considered hate speech
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent of individual

- Comments totally unrelated to the content of the library, its mission, or its activities
- Hyperlinks to material that is not directly related to the discussion topic
- Commercial promotions or spam
- Organized political activity
- ☒Photos, images, or other media that fall in any of the above categories

### **Liability and Participation**

The Pillsbury Free Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse content outside of the pages maintained by the Library and the posts created by Pillsbury Free Library staff in the course of their work duties. The library reserves the right to use any comments, posts, and messages on library social networking sites for use in public relations and marketing materials. The library will remove any personal information from the comment/post/message such as last name, school, phone, or e-mail.

The Library is not responsible for other people viewing or accessing personal accounts/profiles that are left open on computers in the Library.

Participation in the Pillsbury Free Library social networking services implies agreement with all Library policies, including its *Social Networking Policy* and *Computer Use* and *Internet Safety Policy*, and the Terms of Service of each individual third-party service.

By posting a comment or other content you agree to indemnify the Pillsbury Free Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred which arise out of, or are related to the content that you post.

The Pillsbury Free Library reserves the right to monitor content before or after it is posted on all their social sites, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate. The Pillsbury Free Library also reserves the right to edit or modify any submissions in response to requests, feedback or other commentary.

Notwithstanding the foregoing, the Pillsbury Free Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the social networking service.

If a user does not agree to these terms, they are not to use services provided.

### **Ongoing Use Evaluation**

The role and utility of social networking services in relation to the goals and purposes of the Library will be evaluated periodically by the Library staff and Board of Trustees, and may be terminated at any time without notice to subscribers.