

**Pillsbury Free Library Board of Trustees
Tuesday, May 21, 2013 Meeting Minutes DRAFT**

Present: Jeanne Hand, Tina Schirmer, David Pook, Michelle Allen, Shandi Allen, Belle Harvey; Nancy Ladd, Library Director

Absent: Joan Warren, Lynn Perkins, Richard Knapik

Meeting opened at 7:10 pm

1. Chair's Opening Comments:

Jeanne asked for clarification about the Finance Committee. Tina stated that it consists of herself and Lynn Perkins.

2. Minutes from last meeting were accepted.

Motion: Tina Second: Shandi Motion approved

3. Treasurer's Report:

There were no capital expenses for the month. There were no questions or corrections to the report. The treasurer's report was accepted.

Motion: Belle Second: Tina Motion approved

4. Library Director's Report:

Book orders are picking up. The collections spending had been low in the first few months but there is always a higher volume of spring orders.

The Spring Into Warner book sale brought in approximately \$100. Caitlyn Wirth helped all day with the book sale including setup and packing up. Belle will send a thank you note to her.

A local homeschool group, led by Deborah Harne, participated in the national Kids Are Authors contest wherein they wrote a book titled "Do Not Read This Book". In their submission paperwork they designated Pillsbury Free Library as the recipient of any award they should receive as a result of their work. They won Honorable Mention, which includes \$500 worth of books and supplies from a designated Scholastic catalog.

Sue is busy planning the Summer Reading Program as well as organizing a play at 3 pm on June 15 with the Book Nook group. The 'entrance fee' for this event will be a personal care item to donate to the food pantry.

Nancy has been busy fixing cataloging records, particularly for magazine holdings, before sending our data in for the transition to the new ILS. Additionally, 14-digit barcodes have been ordered and will need to be applied to all circulating materials in the collection. The intention is to set aside time in June and focus on this task with the assistance of volunteers. All patrons will require a new library card with a 14-digit barcode. This will affect their log in to Overdrive, the online eBook and audio book lending consortium. Nancy will need to communicate this information to patrons as well as the fact that the library will be closed for a few days during the training period for the new ILS.

The lock on the downstairs door is broken and cannot be unlocked from outside. The representative is acquiring the part for free but it has not yet arrived. Nancy will follow up with him. In the meantime, staff must go in the upper level door and come down to open the lower level door from inside.

There have been some issues with the online catalog due to TDS work and the fact that we have a variable IP address. Nancy is aware of the issue and it will be moot after we move to the KOHA catalog, which is hosted off-site.

Dave and Linda Hartman were the recipients of the 2013 Warner Men's Club Community Service Award. Linda is a part time staff member of the library who also tends our plants as a volunteer, and we congratulate her and her husband.

Jeanne asked about the status of the insurance refund for the town. Everyone was paying the amount charged by LGC, the insurance company, but the courts felt they should have been charging less and keeping less as a reserve. They have been ordered to pay back the towns but this decision is being appealed. If and when a credit is applied to the town, they will give the library their share of the credits.

The director's report was accepted.

Motion: Shandi Second: Tina Motion approved

5. Building and Grounds Committee Report (Belle Harvey):

Paperwork has been submitted to Better Business Bureau (BBB) regarding the masonry contractor. BBB will try to contact the person in the complaint with the goal of getting the parties involved to communicate. This is not an effort to retrieve funds.

Lynn is seeking bids on repairing the dome ceiling, which requires both plastering and painting. A new plasterer has been invited to be one of the bidders. The board has preapproved \$3000 for the work. It was recommended that the Building and Grounds Committee meet when they have received the bids to decide on the contractor. The meeting would be posted so that any and all interested board members could attend.

The PSNH Energy Audit program uses the services of Light Tech. There is no charge to have the audit done. We are awaiting contact from Light Tech in order to schedule an energy audit.

It was discovered that the street drain upper pipe on Depot Street is blocked off with concrete and is therefore not of use for drainage from library property.

Drainage on the northwest side of the library is an issue. Silt and leaves build up on the generator pad, which is hazardous, as the generator must have a certain clearance. This requires staff to clean off and divert the drainage regularly. Nancy is looking for a proposal previously received by Pellettieri Associates in regards to this issue in order to discuss assistance from the Department of Public Works.

Safety protocols have been discussed among town staff and facilities lately due to a recent incident at a firemen officers meeting in which a local resident had to be arrested. Nancy is concerned about a town-wide protocol for how to deal with these kinds of incidents, particularly in regards to communication with other town facilities and personnel. Shandi will draft a letter from the Trustees to the Selectmen expressing concern and asking if they are working on a communications procedure for safety concerns.

The Building and Grounds report was accepted.

Motion: Tina Second: Shandi Motion approved.

6. New Business:

Nancy has been using the new Incident Report form that the town developed. It is useful when questions of insurance are involved. However, there are Safety Incidents that occur at the library that do not involve insurance matters, i.e., bullying. Nancy will work on a report for use in these situations. She will also continue to finalize the evacuation plan for the building.

7. Next meeting will take place on June 18, 2013.

8. Meeting adjourned at 8:30 pm.

Respectfully submitted,
Michelle Allen