

# Pillsbury Free Library Board of Trustees - DRAFT Minutes

Date: Tuesday, November 19, 2013 Meeting Opened 7:00 pm

**Present:** Jeanne Hand (Chair), Tina Schirmer, David Pook, Richard Knapik, Michelle Allen, Joan Warren, Nancy Ladd (Director)

**Absent:** Lynn Perkins, Shandi Allen, Belle Harvey

## 1. Chair's Comments

Jeanne spoke briefly about a past meeting with the ~~selectmen budget committee~~ when one stated that the library had under spent our budget by \$7000. Nancy said she pointed out ~~last year at the time~~ it was incorrect, and ~~based on YTD expenditures in Nov.~~ Jeanne is concerned about the misconception. Jeanne reviewed items that will be taken to the Select Board. Tina asked what our goal was in attending this ~~Thursday Tuesday~~ meeting. Jeanne said we were meeting with them because they asked us. It is a way of keeping open lines of communication. We should not wait for the town for the Preservation Alliance because our application already is in. The building committee wants to use the architectural assessment as guide to what is to be done for the building, so a suggestion was made that we wait until that assessment before we talk to the selectmen about building projects.

**2. The minutes** of the last Board meeting, which had been emailed to everyone (amended reflecting feedback from members) were accepted.

## 3. Treasurer's report

Tina reviewed the treasurer's report documents. These had been e-mailed to everyone and she provided copies for those who did not have them. As noted, the additional staffing hours costs related to the ILS installation have been covered by the amount budgeted for the ~~personnel budget but any overage will be covered by the ILS conversion budget.~~

The report was accepted: Motion: Joan Second: Richard

## 4. General Reports

### Library Director

Nancy reviewed the Director's report documents. These had been e-mailed to everyone and she provided copies for those who did not have them. Statistics were given in the old format and new KOHA format which ~~categorizes~~ items a bit differently. Using new KOHA system for e-mailing overdues has been working well and has saved on postage. More books have been returned or renewed with the new system. Nancy and

staff still are exploring the potential of the ILS system and staff are becoming more comfortable with it. Feedback from patrons has been positive. Teaching and use of downloadable books has increased.

David requested that reports be given to Trustees sooner. Nancy agreed and will do so in the future. Nancy pointed out that the secretary bears some responsibility for distributing reports. As co-secretaries, Michelle and Joan will discuss secretarial duties with Nancy.

One bid for professional architectural assessment of our building is \$6500. (Preservation Alliance provides grants 50% of the cost up to \$4500). PFL cost would be \$3,250. Joan will work with Nancy to get two more estimates.

Nancy asked each staff person to look over job descriptions to see if each is still accurate. Sue suggested modifications **including** regarding **handling and reporting** incidents, which the Personnel Committee will review. Perhaps, this should also be included in other job descriptions. Nancy will review the town safety **[personnel?]** policy with consideration to adopting for the Library.

## **Buildings and Grounds**

The latest committee report was e-mailed and copies were available for those who did not have one. There was no addition to this report.

## **Technology**

New switches and a new ~~Two~~ firewall (~~staff and public~~) will be set up within the next month. Nancy suggested the committee meet after the New Year to discuss future directions for technology.

## **Personnel Policy**

Joan passed out the tally sheets and gave synopsis of the Personnel Committee discussions. Overall evaluation results were good to excellent. Some staff expressed concern over time management, also acknowledging that there is "too much for her to do" The transition to the new ILS necessarily took a large amount of the director's time, and the Committee is aware of this. Other evaluation comments were discussed.

Personnel Committee members will individually study the Directors Goals Progress report more carefully before the next meeting and will view the area that has been cleaned out and organized within the last month. They will reflect on the reports received and will bring specific goal suggestions to the next Personnel Committee meeting. Nancy was requested to submit her own goal suggestions. The committee will review Goals Progress report, 2013 Personnel Expenses, 2014 financial spreadsheet, and meet with the Finance Committee (or representative) to make 2014 salary recommendations.

While discussing Nancy's goals, a concern raised was that the PFL Board itself does not have goals, or even a mission statement. This process is something the full Board should consider addressing. It would help to focus on our overall mission and allow us to derive Board goals as well as undertake long range planning.

## **Finance**

Tina passed out a packet of information: Draft Budget vs. Actual 2 year comparison (no raises included yet), spreadsheet on funding sources, Finance Committee notes. She answered questions about particular line items. One concern was the cost of shoveling sidewalks. This is not part of the janitor's responsibility and, when the town plowed the sidewalks, they broke light bases, piled snow against the doors and did not plow in a timely manner. Some specific items were explained by Tina or Nancy. Brief discussion took place on items increased or reduced from the current year's budget. Tina requested that Board members review the information packet before the next Board meeting so that we can vote on the new budget.

## **5. Old Business**

None

## **6. New Business**

Discussion concerning possible bonus for staff was postponed to the next Board meeting.

## **7. Adjournment**

Meeting was adjourned at 9:20 pm: motion: Joan. Second: Michelle

Respectfully Submitted,

Joan Warren November 20, 2013