

**Pillsbury Free Library Board of Trustees
Tuesday, June 18, 2013 Meeting Minutes DRAFT**

Present: Jeanne Hand, Tina Schirmer, Lynn Perkins, Michelle Allen, Belle Harvey; Nancy Ladd, Library Director

Absent: Joan Warren, David Pook, Richard Knapik, Shandi Allen

Meeting opened at 7:05 pm

1. Chair's Opening Comments:

Jeanne asked for a roll call.

Jeanne noted that no one has used the Ancestry program lately and the contract is due in January. There have only been 26 documents retrieved YTD. Jeanne would like to run genealogy classes in the library to spark more interest in this process and the Ancestry program. There are DNA tests available now which can allow you to be forewarned of various genetic diseases. This is one of her primary aims in assisting people with an ancestry search.

2. Minutes from last meeting were approved.

Motion: Jeanne Second: Tina Motion approved

3. Treasurer's Report:

We spent \$536 for the new tablet and accessories for staff use.

The May check from town did not arrive until June so the May income looks low. However the check went in in June. This is because there were questions about retirement amounts and it took some time to clear up those concerns.

The new ILS system expenses are: barcodes, barcode reader, and getting the collection records sent for existing holdings (a per record fee). We will need to budget \$2500 annually going forward for hosting and support which the Budget Committee will need to address when they meet to work up next year's budget.

The treasurer's report was accepted.

Motion: Lynn Second: Belle Motion approved

4. Library Director's Report:

Nancy noted that the transition to the new ILS is creating a great deal of work for her and the rest of the staff. The barcoding project is coming along but will require many more hours of effort by both staff and volunteers. Nancy is dealing with emails on a daily basis from the new ILS company and the group of six libraries going live in July in which she must weigh in on various issues. The parameters are being determined for many details of the program some of which are library specific and some of which need to be agreed on by the whole group of six libraries. These inquiries require immediate attention, as things are moving very quickly. Training for library staff occurred last week and the staff feels more prepared for the new system. Everything should be ready to go live on July 15th. Nancy will start thinking about what will be different/better with the new system so that she can communicate this information with the library community via the website and Facebook.

The Trustee board meeting agenda must be posted publically in two appropriate places 24 hours prior to the meeting. This is according to the NH Right to Know Law (RSA 91-A:2 II). This has usually been the library public notice board and the post office public notice board. Nancy has been taking care of this task however has asked for assistance. She will continue to post in the library and the Recording Secretary will post in the post office. When the Recording Secretary is unable to do so the Recording co-Secretary will post the agenda in the post office.

The Mango Languages program subscription expired at the end of May but we have had inquiries about the program since that time.

Overdrive, the audio and e-book consortium, continues to grow in patron use.

We need to consider replacing some computers in the library. In particular there are two staff computers and two public computers that are very old and problematic. Lynn has offered to inquire with other local organizations that clean out their computers more frequently so their old computers being replaced would be newer than our old computers being replaced. This might be a less expensive way to at least upgrade our aging computer stock.

The Book Nook play of “Charlie and the Chocolate Factory” went very well with 100+ attendees. They were able to collect two boxes of non-food donations.

The Summer Reading Program is organized and ready to go with several special guests.

There has been discussion in town about archiving town records. Nancy and Judy Newman-Rogers will co-chair the effort to determine what to archive and where to locate those archives.

5. Building and Grounds Committee Report:

The chimney company will return by mid-July to complete the work as previously agreed.

Tom will provide a quote for the dome ceiling repair/painting as well as removing the suspended ceiling over the adult fiction area and dealing with the wiring, duct work and sprinklers there. The hope is that we may be able to expose the dome ceiling on that side of the wall as well. This would be a new project for capital improvement that would require a submission to the town, the deadline for which is July 18th.

Light Tech was in the library last Thursday to conduct the requested energy audit. They went over everything (lighting, furnace, air conditioning) and should have a report by early July. There is funding available where they tell you how much consumption you will save by making improvements and you continue to pay your higher rate thereby covering the cost for retrofitting. This is essentially a loan that will be paid off over time.

6. Correspondence Report:

Belle sent cards as follows: 2 for assistance with planting, 1 for assistance with the book sale, and 1 for the school group that donated their author winnings to the library. No new cards are required this month.

7. New Business: Auditing happens annually in the beginning of July. Tina brings the required documents over to Town Hall.

8. Next meeting will take place on July 16, 2013.

9. Meeting adjourned at 8:50 pm.

Respectfully submitted,
Michelle Allen