

**Pillsbury Free Library Board of Trustees
Tuesday, December 16, 2014 Meeting Minutes FINAL**

Present: Sara McNeil, Jeanne Hand, Caroline Hatala, John Warner, Michelle Allen, David Chmielecki, Richard Knapik, Timothy Murphy, Michael Simon; **Library Director:** Nancy Ladd; **Alternates:** Kathy Carson, Linda Burdick

Meeting opened at 7:05 pm

1. Secretary's Report:

Minutes from last meeting were approved as written.

Motion: Richard Second: Jeanne Motion approved

There was a discussion about distributing the unapproved minutes to the Selectboard and Town Administrator. This will prevent a great delay in communication between the Library and Town Hall. Once the minutes are approved at the subsequent trustee board meeting, an approved copy of the minutes would be sent to the Library Director, the Selectboard and the Town Administrator.

Motion: To present to the Selectboard and Town Administrator the unapproved minutes within ten days of a trustee board meeting.

Motion: John Second: Tim Motion approved

2. Treasurer's Report:

Caroline, John and Sara attended the Budget Committee meeting. The committee was informed that there would be greater need by the library going forward when the town valuation goes down and the library's standard disbursement decreases. They also presented the needs for the library building in terms of repairs. It was suggested at that meeting that the library work on a long-term plan for raising funds, perhaps in the form of an annual warrant article to raise larger sums in increments.

The treasurer's report was accepted.

Motion: David Second: Richard Motion approved

3. Capital Improvement Project:

Motion to accept the \$50,000 LCHIP grant.

Motion: Michael Second: John Motion approved

There is a very specific timeline for moving forward with the LCHIP grant. The Executive Director will sign a Project Agreement with the library once all numbers and project details have been verified. No work should be undertaken without formal contact with LCHIP staff. After all materials have been reviewed and approved, and the applicant has demonstrated that its match portion has been secured, the Executive Director will authorize disbursement of funds. Three disbursements will be made as follows: 50% after due diligence is approved, 30% when the project is 50% completed, 20% at the completion of the project. The project funding is valid for up to 24 months. The conversation with the LCHIP board will likely begin in January.

The Building & Grounds committee will be meeting in January to begin discussing a timeline for the project.

The PFL Circle of Friends is proceeding with the wine and cheese/Silent Auction fundraiser on March 21st. Additionally, the library will reach out to the Warner Women's Club to work together on a flea market fundraiser.

4. Building and Grounds Committee Report:

The large hanging light in the reading room may be more problematic to convert to higher efficiency bulbs per the LightTec project. More investigation is required.

5. Staff compensation:

Motion to go into nonpublic session under RSA 91-A:3 II (a) dismissal, promotion or compensation of any public employee.

Motion: Michael Second: David A roll call vote was taken. Sara McNeil – yes; Jeanne Hand – yes; Caroline Hatala – yes; John Warner – yes; Michelle Allen – yes; David Chmielecki – yes; Richard Knapik – yes; Timothy Murphy – yes; Michael Simon – yes.

In attendance: Sara McNeil, Jeanne Hand, Caroline Hatala, John Warner, Michelle Allen, David Chmielecki, Richard Knapik, Timothy Murphy, Michael Simon; Alternates: Kathy Carson, Linda Burdick

Motion to give a 1.7% cost of living adjustment (COLA) for all staff members.

Motion: David Second: Michael Motion approved

Motion to give a 0.3% bonus for all staff members.

Motion: John Second: David Motion approved

Motion to give a bonus to the Library Director of a \$250 gift certificate to Market Basket.

Motion: Jeanne Second: Tim Motion approved

Motion to come out of nonpublic session.

Motion: Michael Second: John A roll call vote was taken. Sara McNeil – yes; Jeanne Hand – yes; Caroline Hatala – yes; John Warner – yes; Michelle Allen – yes; David Chmielecki – yes; Richard Knapik – yes; Timothy Murphy – yes; Michael Simon – yes.

[John left the meeting.]

Motion to give a bonus of \$20 gift certificates to The Local to each of the remaining six staff members, not including the Library Director, to be paid from the Trustee fund.

Motion: Richard Second: Tim Motion approved

Michael and Kathy will work together to organize a volunteer appreciation event during National Library Week in April (12-18).

6. Technology Committee Report:

The library board received approval for the requested \$800 from the Warner Fall Foliage Festival for two chrome books and a DVD player.

7. Library Director's Report:

There is a new language program available online via the NHSL from Transparent Language. This could be paid for by unallocated interest income from the Richard & Mary Cogswell fund (used for enhancement of collections and programs).

Motion to add a language program, either Transparent Language (\$500/year) or the previously used Mango (\$575/year), to be decided by David and Nancy.

Motion: David Second: Richard Motion approved

8. Memorial Donations:

Motion to designate \$500 from the memorial donations to be used as seed money for the PFL Circle of Friends.

Motion: Richard Second: Tim Motion approved

9. Next meeting will take place on Tuesday, January 20.

10. Meeting adjourned at 9:20pm.

Respectfully submitted,
Michelle Allen

**Pillsbury Free Library Board of Trustees
Thursday, December 18, 2014 Meeting Minutes DRAFT**

Present: Sara McNeil, John Warner, Michelle Allen, Michael Simon, Kathy Carson

Meeting opened at 7:00 pm

Motion to go into nonpublic session under RSA 91-A:3 II (a) dismissal, promotion or compensation of any public employee.

Motion: John Second: Michael A roll call vote was taken. Sara McNeil – yes; John Warner – yes; Michelle Allen – yes; Michael Simon – yes; Kathy Carson - yes

In attendance: Sara McNeil, John Warner, Michelle Allen, Michael Simon, Kathy Carson

Motion to rescind the following motions made 12/16/14: to give a 0.3% bonus for all staff members, to give a bonus to the Library Director of a \$250 gift certificate to Market Basket, and to give a bonus of \$20 gift certificates to The Local to each of the remaining six staff members, not including the Library Director, to be paid from the Trustee fund; and that in turn we give cash bonuses as follows: Library Director \$400, Assistant Director \$100, all remaining staff \$50 each.

Motion: Michael Second: Kathy Motion approved

Motion to come out of nonpublic session.

Motion: John Second: Kathy A roll call vote was taken. Sara McNeil – yes; John Warner – yes; Michelle Allen – yes; Michael Simon – yes; Kathy Carson - yes

Meeting adjourned at 7:30pm.

Respectfully submitted,
Michelle Allen