

## **Pillsbury Free Library Board of Trustees**

### **Tuesday, January 20, 2015 Meeting Minutes**

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

**Absent:** Jeanne Hand; Michelle Allen; Alternates: Kathy Carson

**1. Secretary's Minutes from previous meeting**—Motion to accept—Michael, Seconded—John. Minutes approved

**2. Treasurer's Report**—Caroline. Board's attention was called to 400% increase in donations, mainly from the Tina Schirmer Memorial Fund. Some discussion over the source of library employees' bonuses, which was from the Trustees' expense account and totaled to \$750. There was also discussion over the Redington Fund which benefits multiple area organizations. Over the years, fees have increased greatly for said fund, which is managed by TD Bank Charter Trust. At one point the Trust was charging commercial rates when it was supposed to be the non-profit rate. The error was discovered and the fees were subsequently increased. Assistant treasurer John will put the issue to review over a meeting at Trustees Over the Trust Funds for the town.

**Motion** to approve report —David, **Seconded**—Richard. Report was approved.

**3. 2015 Budget for Warner**—Discussion over the final hearing February 3<sup>rd</sup> of all Town budgets, regarding \$42,000 raised by taxation to be put in a Capital Reserve for the library for building needs. The Trustees Budget Committee will be meeting on Thursday 1/22/15 to formulate a strategy on how to address this at the next town meeting.

**4. Corresponding Secretaries Report**—No letters sent this month.

**5. Library Director's Report**—There was an increase in circulation from the last year as well as an increase in the database use and interlibrary loans, however there was a decrease in computer use, most likely due to the fact that more patrons are using their own computers and taking advantage of the free wi-fi. December saw a great increase in museum passes due to the M.C. Escher exhibit at the Currier Gallery of Art. Some discussion was brought up about the coming up with the elusive number of wi-fi use both during and after hours. Discussion continued regarding the proposed changing of light bulbs in the main room, moving away from the 1,000 watt bulbs, modifying the light fixtures and putting in an energy saving bulb. PSNH said that the two current fixtures in the main room can be removed from contract is so desired, producing \$2,525.21 in savings. Trustees went up to the main room to compare the two lights, one with an energy saving bulb and the other with the existing 1,000 watt bulb. The general consensus was that the energy saving bulb did not produce enough light and was not as aesthetically pleasing and that a search should continue for a better replacement.

**6. Purchase of an Accucut Machine** — Discussion to purchase said machine for the library for the Children's Room programs that could benefit from the machine's use. Some members said that these machines get a lot of use in other libraries. It was also revealed that the machine can be purchased at a discount of \$100 if purchased before February. It was decided if the machine would be purchased, the money would come from a donation made by the Ingold family. **Motion to purchase** —John, **Seconded**—Tim. **Motion passed.**

**7. Discussion of RSA-A:11-a** — Board of Trustees were made aware of a hearing in February regarding proposal of said RSA, which addresses use of funds from income-generating equipment by the Library. It will be a “Yes” or “No” ballot vote. Trustees were encouraged to attend.

**8. Upcoming Trustee Openings**—Discussion took place over the upcoming trustee openings sign-up. Those interested in the position will need to do so at the Town Hall between January 21-30. There will be 3 3-year positions and 2 1-year openings. John and David mentioned their interest in the one year position. Richard and Michael were interested in the three year positions.

**9. “Clerk of the Works”**—More discussion took place on the hiring of the Clerk of the Works. It was established the 5% of the LCHIP fund could be used for administrative costs, which could go toward compensating the person who assumes the temporary position. A description of said person was talked over and it was agreed that the candidate must have construction and/or architectural experience and who can stay in touch and coordinate with outside contractors. Said person should ideally live in Warner. Jeanne will chair committee to consult with Bradford Town Hall who is currently using a Clerk of the Works in a restoration project of said building to see how that office is being used there.

**10. Need for a Tech Support Person**—Trustees were made aware of the need of a tech support person for the library, ideally an independent contractor that the library can hire. Nancy to write down list of common problems encountered by library’s computers as well as how much time it takes each problem to be fixed. It is possible that a help wanted ad will be placed in the paper in an effort to find the right person.

**11. Library Volunteers Appreciation Tea**—Said function to be hosted by the Trustees and will be held at the Library on the afternoon of April 14.

**12. Silent Auction**—Circle of Friends to host a silent auction fundraiser to be held on March 21 at 4:30 pm.

**13. Next Trustees Meeting—Tuesday February 17, 2015 at 7 pm**

Respectfully Submitted,

David E. Chmielecki