

**Pillsbury Free Library Board of Trustees
Tuesday, November 15, 2016 Meeting Minutes FINAL**

Present: Sara McNeil, Michael Simon, Michelle Allen, Timothy Murphy, Kathy Carson, Judy Pellettieri;
Library Director: Nancy Ladd; Guest: Ralph Parsons
Absent: Anastasia Glavas, Jeanne Hand

Meeting opened at 7:08 pm

1. Chair's Opening Comments:

The celebration for Director Nancy Ladd happened on Saturday, November 12. It was a lovely ceremony with a great turnout.

Ralph Parsons is in attendance. He is considering becoming a trustee.

2. Secretary's Report:

Minutes from last meeting were approved as written.

Motion: Kathy Second: Timothy Approved as written

3. Corresponding Secretary's Report:

Several thank you letters were sent out this past month. There are a few that will need to be sent out this month.

4. Treasurer's Report:

The quarterly payments from the town may complicate the figures on the part of the library as the last payment is dispersed early September. Final bills including insurance aren't readily known at this time.

While Jeanne is unable to fulfill the responsibilities of Treasurer, Michael will complete those duties. He is already on the Finance Committee as well as being the Vice Chair of the Trustee Board.

Treasurer's report was accepted into the minutes.

5. Preparation for Budget Meeting with Town:

Placeholder figures will be put into the budget for salary and wage raises (2%) and insurance rates (10%) in order to have a complete budget for discussion. A decision on salary raises has not been made. The insurance rates, both health and liability, are unknown at this time.

A tentative board meeting is scheduled for Wednesday, November 30th to firm up the budget if actual insurance figures are known.

6. LCHIP Committee Update:

The heat trace materials have arrived. Once that is installed the electrician will return to complete the connection.

The window work invoice came in higher than the original quote. Nancy will call to inquire as to what can be done.

LCHIP granted the request to delay finishing the wood of the front door and include that in the stewardship plan.

7. Building and Grounds Committee Update:

There was some moisture discovered in the new part of the building after a recent hard rain. Absolute Sealants came out to reseal.

One emergency light control unit has failed and needs to be replaced.

There are several trees on one side of the building where the new gutters are located. The committee will consider adding screen on top of the gutters in that area to keep the leaf debris from clogging the downspouts.

8. Library Director's Report:

There is an increase in students coming in after school.

The Circle of Friends made \$87 selling note cards at town hall on election day. They will be working on the library tree for Festival of Trees with a poinsettias theme.

The Town Hall is booked for the Flea Market on April 8th.

Children's Librarian Sue has hosted a fall party, attended CHILIS, and started work on a children's production of "The Lion, The Witch and The Wardrobe".

9. Master Plan Discussion:

When committees are formed in March or April of 2017, a goal of each committee should be to create long-term goals. These would be collected to form a master plan. Additionally, it would be good to reinstate the Programs and PR Committee.

Meeting adjourned at 8:55pm

Next meeting will take place on Tuesday, December 20, 2016 at 7pm.

Respectfully submitted,
Michelle Allen