

APPROVED

Pillsbury Free Library Board of Trustees Tuesday, April 18, 2017 Meeting Minutes

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

Meeting called to order at 7:06 PM.

1. Recording Secretary's Report:

Minutes from the March 21, 2017 meeting were reviewed. Sara McNeil has been sworn in as a library trustee.

A motion was made to approve the minutes from the last meeting without correction.

Motion: Sara McNeil Second: Kathy Carson Passed

2. Budget Committee Report: Ralph Parsons

The budget committee was unable to meet since last meeting due to a scheduling conflict.

The library's financial policies were reviewed - they have not changed, but must be approved annually.

A motion was made to accept the investment policy without amendment.

Motion: Sara McNeil Second: Judy Pellettieri Passed

Ralph discussed the need to change the trustee officers authorized as checking account signers.

A motion was made to remove Jeanne Hand and Sara McNeil as authorized checking account signers and replace them with Ralph Parsons and Michael Simon. Anastasia Glavas remains authorized.

Motion: Kathy Carson Second: Michelle Allen Passed

Ralph reported that an agreement with the board of selectmen regarding payment practices to the library was made. The agreement was reviewed and discussed.

[Agreement attached to meeting minutes below]

A motion was made to approve the agreement with the selectmen authorizing a semi-annual January and July payment from the town to the library, to begin July 2017.

Motion: Kathy Carson Second: Judy Pellettieri Passed

A letter written on library letterhead memorializing the agreement and signed by Ralph Parsons and Michael Simon will be submitted to the board of selectmen and the town manager.

Ralph discussed the need for authorization to re-open and deposit a portion of funds received from the town into an account at New Hampshire Public Deposit Investment Pool. Nancy felt it was better to keep the bulk of the funds received from the town in the PDIP rather than a checking account, and to withdraw funds for expenses monthly. There was discussion about who would be authorized to view the account, receive statements and make deposits and withdrawals.

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A motion was made directing that Ralph Parsons as treasurer re-open a PDIP account on behalf of the library trustees, Ralph Parsons and Anastasia Glavas will be signatories for the account, and Nancy Ladd and Michael Simon will have view access and receive statements. Any prior signatories for the re-opened account will be removed.

Motion: Michelle Allen Second: Kathy Carson Passed

3. Treasurer's Report: Ralph Parsons

The board reviewed the monthly financial statements.

A motion was made to accept the Treasurer's report into the record.

Motion: Sara McNeil Second: Kathy Carson Passed

4. Buildings and Grounds Committee Report: Michael Simon

Michael Simon reported that an electrician is going to provide a quote for finishing the heat trace, he will come the last week of April, now that the snow is gone and ladders can be put up. Michael met with contractor Tom Baye regarding interior remodeling. Mr. Baye has cost estimates and workers lined up for planned work on the floor and walls in meeting room. In the reading room there are cracks and water damage that needs to be sealed and painted over. In the stacks section the ceiling needs to be moved. Michael is hoping to get it all worked on at the same time, but it's taking longer to arrange scheduling of workers and work. He would like to have both parts upstairs done prior to Stewardship agreement on June 29th. Because stacks section was not part of LCHIP, we don't have to finish it prior to getting the LCHIP grant, but if the drop ceiling isn't done prior to the reading room, then we would need their approval for all the work done. The plaster repair person is very tightly booked.

Nancy has spoken with Jason Labbe about restoring the wood on the exterior doors. At a staff meeting plans were made to keep newer materials accessible during the period of repairs.

Nancy has an upcoming discussion with an HVAC contractor from Henniker regarding necessary work. She's already spoken with a representative from HR Clough. Michael discussed other renovations that might be considered during the planned period of renovations in order to take advantage of the time when parts of the upstairs are closed to the public.

Town public works is hoping to schedule work on drainage area between the library and BookEnds prior to Memorial Day.

5. Personnel and Policy Committee Report: Sara McNeil

Amendments to the proposed personnel policy made at the last Personnel and Policy subcommittee meeting on April 11, 2017 were discussed.

A motion was made to adopt the proposed personnel policy as amended by by the subcommittee on April 11, 2017.

Motion: Ralph Parsons Second: Michelle Allen Passed

Copies of the policies will be distributed to all staff and trustees

The Personnel and Policy subcommittee will meet again May 23rd @ 6:30 to plan future work.

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Sara McNeil is leaving the subcommittee.

6. Library Director's Report: Nancy Ladd

The Flea Market fundraiser went very well, no final numbers yet, but there was somewhere around \$1000 net profit. Suggestion that the money be spent on new NH Parks pass that has been ordered, give the circle of friends the credit for buying the pass since members contributed so much to event.

There was discussion of circulation numbers, which are up slightly.

There will be a play, The Lion, the Witch and the Wardrobe on May 6th at the Town Hall with a bake sale.

The library received a check in memory of Alice Bean for \$25.

Signed copies of books by Maxine Kumin owned by her estate have been distributed to NH libraries, more will be distributed to high school libraries.

Sue Matott went to the children's librarians spring conference. She is applying for a grant to fund summer programs.

Nancy calculated that the value of services provided to the library funded by the federal Institute of Museum and Library Services, scheduled to be cut in President's budget. The interlibrary loan system would be unfunded, and it would cost \$4000 for our library to mail books rather than having interlibrary loan system van.

Nancy will be at a conference on May 4th.

7. Recommendations for ad hoc committees for interior decorating: Sara McNeil

Sara discussed the need for an ad hoc committee to be formed to make decisions about tile/wall colors, rearranging furniture, redecorating basement meeting room. Sara and Judy will form a committee for that purpose.

Sara discussed the need for an ad hoc committee to make labels for some of the hanging paintings, reframing paintings, and reviewing wall decorations. Linda Hartman and Sara McNeil will form a committee for that purpose.

Sara raised the idea of creating an ad hoc committee to go through back paper issues of the Kearsarge Independent from 1880s through 1960s. These issues have been preserved on microfilm and digitized as well. Sara will be going through the paper issues to see if anything historically significant should be preserved physically, but she anticipates getting rid of most of it.

8. Recommendation for alternate to Board of Trustees

Rhonda St. James may be interested in being an alternate.

9. New Business and/or items for May agenda

Michael Simon will be unable to attend the meeting next month but will prepare the agenda. Kathy Carson will chair the meeting.

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Judy suggested creating a program at the library to teach people how to detect and evaluate the veracity of news items in relation to the current issue of “fake news.” Sara mentioned a panel discussion at the Hopkinton library last month that dealt with this issue. Michael Simon suggested it be discussed by the Programs and Publicity Committee.

Meeting adjourned 9:09 PM.

Next meeting to be held on Tuesday, May 16, 2017 at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary

ADDENDUM: Agreement with selectmen presented by Treasurer Ralph Parsons

“Nancy and I met with Jim Bingham, Town Administrator, and Tracy Hallenborg, Town Bookkeeper, to discuss the Town’s payment practices to the Library. Prior to this year, the Town’s payment method had been monthly, resulting in irregular issuing dates of the checks. 2017 was initially a trial for quarterly payments in January, April, July and October. After discussing monthly, quarterly, and biannual, all concerned agreed that biannual payments was the most beneficial to the Town. The Library Trustees had discussed this matter in their March meeting and given authorization to myself (Treasurer Ralph Parsons) to accept whatever payment plan was acceptable to all. This will result in the Town issuing the Library, a check in January and July, each for one-half of the Town’s responsibility towards the Library. Jim and Tracy both believed that those two months would be best, due to their following of the Tax Collection months (December and June). The initial biannual payment given to the Library in July, 2017 will be adjusted based on the monies already issue in January and April and the amounts spent. The Town Bookkeeper will bill us at monthly intervals for personnel expenses paid by the town. We all agreed that if either payer or payee were dissatisfied with this method, then we would meet again to discuss the situation.”