

Pillsbury Free Library Board of Trustees

Tuesday July 18, 2017 Meeting Minutes APPROVED

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

Meeting began at 7:03 PM.

1. Recording Secretary's Report: David Bates

The meeting minutes were amended to include a plan for the Building Committee to prepare an update of the carpet Capital Improvement Plan (CIP) funding schedule for the July Library Trustee meeting, and for a more detailed description of the proposed renovation of the floor of the Frank Maria room.

Minutes from the last meeting were approved as amended

Motion: Kathy Carson Second: Ralph Parsons Approved as Amended

2. Corresponding Secretary's Report: Timothy Murphy- absent

Nancy Ladd noted that Linda Donovan recently donated her services to restore the three portrait frames upstairs. She will ask Tim to send a thank you letter.

3. Budget Committee and Treasurer's Report: Ralph Parsons

Ralph Parsons reviewed the expenses and funding of the ongoing renovations. There have been some cost overruns in the renovations. Additionally, the Town has decided to give \$12,000 now and \$12,000 in December, rather than \$24,000 all at once. Money may eventually need to be either withdrawn from the Lloyd and Anne Cogswell fund, or the Richard and Mary Cogswell book funds, and/or taken temporarily from the total operating funds for the second half of 2017, to cover renovation expenses until the full amount is given to the Library in December. The delay of the purchase of a new copier and other optional expense cutting were discussed.

Treasurer's report was accepted into the minutes.

Motion: Kathy Carson Second: David Bates Accepted into record

3. Building Committee Report: Michael Simon

The LCHIP project extension until the end of September has been approved.

The Frank Maria room walls need to be prepared for mortar repair and painting by the end of August: loose paint needs to be scraped off and exposed brick washed. There will be a work party to do it on July 22nd from 1 - 3 PM.

The floor of the Frank Maria needs to be levelled in a quarter of the room for safety reasons, and a renovation to replace the linoleum tiles with nicer flooring is also planned at some point. The timing off the two projects was discussed. The option of removing all existing vinyl tile and leaving the floor smooth until funds are determined for final flooring was discussed. A consensus was reached that a vote on this should be held at a future posted meeting when it is known whether authorizing additional spending from library trust funds will be needed.

The progress of ongoing renovations upstairs were reported on: ductwork, sprinkler system, wiring, lighting and the front door. The Committee has selected Lumax N2 UD LED light fixtures which will be suspended over the aisles in four rows of 16 feet. There will be a wait of 5-7 weeks after placing the order. Requests for bids have been submitted to three NH distributors, maximum cost will be just under \$3,400 plus installation.

The updated Capital Improvement Plan carpeting proposal was presented to the board. The only changes are to the suggested annual amounts to deposit in the CRF since no deposits have occurred since the original submission.

4. Personnel and Policy Committee: Kathy Carson

The committee voted to recommend that Catherine O'Brian be hired as a Substitute Library Assistant. The committee also voted to amend the job description for Substitute Assistant Librarian to include provisions on timekeeping and continuing training for compliance with Town, Library and State policies and laws.

Motion to amend the Substitute Library Assistant job description to include the proposed provisions on timekeeping and continuing training for compliance with Town, Library and State policies and laws.

Motion Michael Simon Second Ralph Parsons Approved

Nancy recommended an hourly rate of \$12.11 per hour based on a previous substitute library assistant and the current assistant librarians. That pay rate has been budgeted for the current budget year for the vacant position.

Motion to offer the position of Substitute Library Assistant to Catherine O'Brian at the currently budgeted pay rate of \$12.11 per hour.

Motion: David Bates Second: Kathy Carson Approved

5. Report on July 13th Trustees Regional Meeting: Michael Simon

Michael attended the NHLTA Regional meeting and reported on topics discussed. One of the main topics was the use of volunteers - his take away was that they are used in many ways, but it is important to have an approved policy for their use. Regarding background checks, a preponderance of other towns ask volunteers to pay for their own. An invitation was made to the Association that Pillsbury Free Library would host the next meeting in late fall or winter.

6. Library Director's Report: Nancy Ladd

In addition to the submitted report of statistics, Nancy reviewed upcoming public events at the library.

7. Meeting adjourned 9:06 PM.

Next meeting to be held on Tuesday, August 15, 2017 at 7:00 PM.

Respectfully Submitted,

David Bates, Recording Secretary