

# DRAFT

## **Pillsbury Free Library Board of Trustees Tuesday September 19, 2017 Meeting Minutes DRAFT**

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

Meeting called to order 7:06 PM

### **1. Recording Secretary's Report: David Bates**

The minutes of the August meeting were reviewed.

### **Minutes from the last meeting were approved**

**Motion: Sara McNeil    Second: Kathy Carson    Approved**

### **2. Corresponding Secretary's Report: Timothy Murphy**

Nancy recommended that letters be sent to thank Jason Labbe for painting done in the basement meeting room and to Ross Mingarelli for pruning the maple tree.

### **3. Treasurer's Report: Ralph Parsons**

There is a difference between the expected and actual level of the operating fund due to extra money expended on renovations. The shortfall will eventually be corrected by money coming in from LCHIP and town capital improvement fund, but in the meantime operating funds are tight.

The budget committee will be meeting in early October to work on preparing a budget for the town budget committee; presentations from town departments to the town budget committee will be beginning in November.

### **Treasurer's report was accepted into the minutes: Ralph Parsons**

**Motion: Kathy Carson    Second: Tim Murphy    Accepted into record**

### **4. Building Committee report: Michael Simon**

Finishing LCHIP renovations only requires hanging the front screen door, deciding if further work is needed finishing the wall in the downstairs meeting room, and work upstairs by the electrician. Just waiting on electrician. The final bill for moving the heating duct has been received, and came in slightly under budget. For LCHIP purposes, consensus that work on the walls in the downstairs meeting room is done

Paperwork to finish the LCHIP process, including final drafting and signing of the stewardship plan, updating forms and documentation and a site visit for approval will require an extension beyond the September 30, 2017 deadline. LCHIP historical resources staffer George Born suggested that the library seek the additional extension. The extension would move the deadline for completion to January 30th, 2018, providing ample time.

Non-LCHIP renovations of the downstairs meeting room were discussed. Tom Baye is planning to come in Friday 22nd to level floor in downstairs meeting room. There was discussion of whether the kitchen tiles will be replaced or not while this is happening. There was consensus that kitchen tiles not be replaced. New rugs will need to be purchased at some point in the future. After discussion, consensus to keep the trim in the downstairs meeting room as currently painted. Discussion of what further painting might be needed in downstairs meeting room.

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## **5. Library Director's Report: Nancy Ladd**

Nancy suggested that a "mulch/edging day" for volunteers might be required for the exterior landscaping.

Help will be needed with the Fall Foliage Festival book sale. The library will be taking in books for festival starting 23rd.

## **6. Other Business**

Staff evaluations are beginning in October. The personnel policy committee will begin the process of the library director's annual evaluation.

Michelle Allen pointed out that the library's IT equipment needs have to be addressed and planned for as part of next year's budget. She and Timothy Murphy will meet with Nancy Ladd to discuss the issue.

## **Motion to adjourn**

**Motion: Michelle Allen Second: Kathy Carson Meeting Adjourned**

Meeting adjourned 8:22 PM.

The next meeting to be held on Tuesday, October 17th, 2017 at 7:00 PM.

Respectfully Submitted,

David Bates,  
Recording Secretary