

DRAFT

Pillsbury Free Library Board of Trustees Tuesday April 17, 2018 Meeting Minutes

Present: Michael Simon, Judy Pellettieri, Anastasia Glavas, James Zablocki, Kathy Carson, Ralph Parsons, David Bates, Rhonda St. James, Mary Pelky; Library Director: Nancy Ladd;
Absent: Michelle Allen

Meeting began at 7:03 PM.

1. Recording Secretary's Report: David Bates

Revised draft minutes of the March 20, 2018 were reviewed, and amended to correct the spelling of names.

Minutes from the last meeting were approved [as amended]

Motion: James Second: Kathy Approved as amended

2. Corresponding Secretary's Report: Judy Pelleteiri

Judy explained that she had written thank you notes to the Circle of Friends, former trustees Tim Murphy and Sara McNeil, and for recent donations. She also sent a thank you letter to the former custodian along with a pack of stained glass window postcards.

She reviewed the discussion at the last meeting about coming up with a standard parting gift for leaving employees, and suggested that bookends would be good gift. Because recently departed library assistant Kay Steen had just donated all her books in preparation for moving, Judy purchased a locally made necklace instead.

3. Treasurer's Report: Ralph Parsons

Ralph reviewed the year to date balance sheet, the budget v. actual year to date expenditures and a profit & loss two year comparison.

Treasurer's report was accepted into the minutes.

Motion: Kathy Carson Second: Rhonda St. James Accepted into record

4. Budget Committee Report: Ralph Parsons and Michael Simon

Michael explained that the Selectboard had determined not to bill the Library for liability insurance as anticipated. Some \$2,200 in funds that had been budgeted for that expense, can now be repurposed.

Michael also explained that more money than expected was generated from the flea market fundraiser, which grossed roughly \$1,700, and for which the net profit was about \$1,600. Nancy mentioned that she had been looking into a paypal account for library to accept donations and facilitate the collection of table fees at events like the flea market.

At next budget committee meeting these surplus funds will be discussed, and suggestions to the Board will be made at the May meeting.

5. Long Range Financial Planning Committee: Ralph Parsons

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Ralph presented the minutes of the March 6, 2018 Long Range Financial Planning Committee and reviewed notes from the April meeting. An energy audit of the the Library has been discussed. He plans to contact the NH Charitable Foundation to see what they can offer in terms of advice and information. The Committee is still looking into a program focused on financial planning, with an estate donation component, but they first want to do a SurveyMonkey poll of citizens to determine topics and scheduling.

Ralph explained that all the subcommittees have met. They will now be compiling information and planning for needs in the future, including regular building maintenance and renovation, and discussing ways to reverse the trend of the operating budget increasing faster than revenue. Another priority is finding a way to increase the salary of the Library Director position, as the recent town wage study found that the current compensation is on the very low end and uncompetitive.

The next meeting of the Long Range Financial Planning Committee will be on Tuesday, May 1st at 7 PM.

6. Technology Committee: David Bates

David explained that the Technology Committee had met to consider the purchase of a new microfilm reader. The current microfilm reader is partially broken and no longer prints, with repair anticipated to be as expensive as replacement. The cost of purchasing a used machine is from \$5000 to \$10,000, with a comparable cost for various new models. As the machine is seldom used, and then only to review older Town records kept on microfilm, David suggested discussing the Town's practice of keeping records on microfilm rather than digital files with the Selectboard before any decisions were made about the microfilm reader.

Motion to send David to Board of Selectmen to inquire about town municipal record keeping.

Motion: Michael Simon Second: Kathy Carson Approved

Nancy told the board that a new copier/scanner machine had been purchased and was working well, although the user interface was somewhat complicated and daunting to people using it for the first time.

7. Buildings and Grounds Committee: Michael Simon

Michael reported that a contract for installing a new floor in the Frank Maria room had been signed for just under \$5000, and that the work would be done over the coming weekend.

Nancy explained that the current boiler is about 10 years old and will need to be replaced in another ten years. The Committee is looking into a mini-split heat exchanger, which is more efficient but can be expensive to retrofit into an existing building. She also mentioned that the sheetrock needs to be patched around the entry to the crawl space above the ceiling on the upper floor.

Michael raised the question of holding a small ribbon cutting ceremony in recognition of LCHIP project and town contribution to renovations. Michael has contacted the LCHIP coordinator, and has a plaque to put on outside of building. After some discussion it was decided that May 5th at 10 AM would be a good time.

Outdoor volunteer day will be upcoming and involve edging, weeding, raking and mulching. A possible date is Saturday the 28th of April, 10 AM.

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David asked if there is a memorandum of understanding that formalizes all of the Town's agreements with the Library in one document. Michael thought perhaps it might make things too formal and inflexible if it was all encompassing, but that it might be useful in certain areas.

8. Personnel and Policy Committee Committee: Kathy Carson

Kathy reported that Sue Mattot is doing well in her new new additional role as the regular custodian. The Committee considered and recommended to the board equalizing the pay of the remaining Library Assistants following Kay Steen's departure, as they have similar experience, training and responsibilities. The cost is estimated to be roughly \$300 for the remainder of the year, which can be defrayed from the \$800 training fund.

Motion to equalize library assistant pay rate at \$17.92 per hour, effective as of the next pay period after 4/17/18.

Motion: Kathy Carson Second: Ralph Parsons Approved

The Committee also reviewed the Library Director's progress toward meeting the goals set at her 2017 performance review in order to see if any assistance or support was needed.

Motion to go into non-public session under RSA 91-A:3, II(c) Matters which, if discussed in public, might influence the reputation of a person who is not a member of this body.

Motion: Michael Simon Second: Rhonda St. James Approved Unanimously

A roll call vote was taken, voting in the affirmative: Ralph Parsons, Anastasia Glavas, Judy Pellettieri, James Zablocki, David Bates, Rhonda St. James, Kathy Carson, Michael Simon

The Board reviewed Nancy Ladd's performance goals and progress toward them. Progress is good and on track.

Motion to go out of non-public session

Motion: Michael Simon Second: Rhonda St. James Approved Unanimously

A roll call vote was taken, voting in the affirmative: Ralph Parsons, Anastasia Glavas, Judy Pellettieri, James Zablocki, David Bates, Rhonda St. James, Kathy Carson, Michael Simon

The next meeting of the Personnel and Policy Committee will be held on May 8th at 6:30 PM

9. Public Relations and Programs: Mary Pelky and Anastasia Glavas

Mary and Anastasia presented ideas for future programs:

- A "How to Festival" such as that held at the Portsmouth library which could be held annually or as monthly workshops in 2019. James Zoblocki recommended a subject interest questionnaire to gauge what topics might be most engaging for the community.
- A 100th anniversary celebration of women's right to vote in 2020, perhaps with period actors and other features. Nancy suggested that historical society might be doing something and there could be a collaboration.
- Nancy mentioned that community members had suggested other programming ideas to her over time, and that said she would convey those to the Committee.

10. Librarian Report: Nancy Ladd

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Nancy reported that circulation numbers were down for the beginning months of the year, perhaps because of weather or better economic times, but that e-book use was increasing. The Library received \$200 in cash donations, and also held a pop-up book sale, mainly with books donated by Kay Steen, which made \$87.

Nancy reviewed the calendar of upcoming events

11. New Business:

Nancy reminded the Board that an NHLTA conference will be held in Manchester next month.

James Zablocki reported on an advocacy workshop for library trustees which he attended at the beginning of March. The workshop dealt with how to communicate what libraries do, what people don't realize that libraries do or could do for their communities, and how to inform people. Libraries should have single focus in how they present themselves to the public.

Nancy reminded the trustees who use facebook to follow library page and share communications.

The meeting adjourned at 9:04 PM.

The next meeting to be held on Tuesday, May 15 at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary

