

**Pillsbury Free Library Board of Trustees  
Tuesday August 21st, 2018 Meeting Minutes**

Present: Michael Simon, Judy Pellettieri, Michelle Allen, James Zablocki, Ralph Parsons, David Bates, Rhonda St. James, Mary Pelkey; Assistant Librarian Sue Mattot  
Absent: Kathy Carson, Anastasia Glavas

Meeting began at 7:00 PM.

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

Minutes of the July 17, 2018 reviewed and amended to correct minor errors.

**Minutes from the last meeting were approved as amended**

**Motion: Judy Pellettieri Second: James Zablocki**

**Approved as amended**

**2. Corresponding Secretary's Report: Judy Pellettieri**

Judy wrote a thank you note for the donation of small rug for the Frank Maria room.

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

Ralph presented the monthly financial reports to the board for review. \$75,000 has been deposited into the NH PDIP fund, enough to cover the next five months of expenses at roughly \$15,000 per month, with a potential shortfall due a 32% increase in heating fuel prices.

**Treasurer's report was accepted into the minutes.**

**Motion: David Bates Second: Judy Pellettieri**

**Accepted into record**

**4. Budget Committee Report: Ralph Parsons**

The Budget committee has proposed that its name be changed to the Finance Committee. Because this is technically a change in the bylaws, it was proposed at this meeting and will be voted on at the next meeting.

The moose plate grant for funding to repair the stained glass windows won't be decided on until September, and if the grant is made, the money will not be dispersed until November.

The Committee is investigating a platform for accepting online payments.

Ralph explained that the Building Committee recommended an energy audit, and a quote had been given for a two phase process, with phase one costing \$3,000, and phase two costing \$1,300. James commented that that it seemed very expensive, and that he would be interested in finding out if these were the customary prices for an energy audit.

An elevator emergency phone and an AED were also recommended by the Building Committee, and it was decided by the Budget Committee to request funding for the projects from the Fall Foliage Festival.

A representative from the Committee will attend the Planning Board meeting on September 10th for the capital budget, and will request funding installments for carpeting in the new building and a new HVAC system.

The next meeting of the Budget Committee will be on September 13th at 6 PM.

#### **5. Long Range Financial Planning Committee (LRFPC) Report: Ralph Parsons**

Ralph explained that the LRFPC has finished working on its draft of the survey monkey poll. Mary asked if there was still an opportunity to add questions, and James asked if there would be a chance to see the poll before it went live. Michael replied that drafts of the poll had been brought to past meetings, and that the survey is currently live on the library website.

Michael told the Board that in connection with ongoing work on creating an endowment he had contacted the consultant used by the Sunapee library, Christine Brand. He also plans to speak with a former fundraiser for UNH, Glen Kerkian.

Ralph said the Committee is still working on how to set goals for the library director salary. The State has a survey of position salaries with information from 2017 which will be coming out soon and could potentially be helpful.

The Committee has been talking about creating a logo for the library, perhaps working with Joe Bourque who does graphic design/marketing. Mary suggested that it could be worked on by a high school art class as a way of involving young people and the community.

#### **6. Building Committee Report: Michael Simon**

Michael told the Board that the Committee is working on goals, and will bring them to the next meeting.

The town Energy Committee minutes discussed setting up microgrid involving businesses and residents. Michael spoke with Clyde Carson about involving the Library, but as a government institution and we don't fit the proper category.

There is a small exterior painting issue that needs to be dealt with and Nancy is getting a quote from Jason Labbe.

Nancy Ladd and Sue Mattot met with a salesman from Tucker Library Interiors of Manchester met to discuss ways to fit more bookshelves in the children's room.

The Committee is also investigating ways to anchor bookshelves in case of earthquake, and what would be the best materials to refinish the wood floors upstairs.

The next Building Committee meeting is August 30th at 6 PM.

#### **7. Program and Publicity: Mary Pelkey**

Mary explained that Anastasia wants to come off of the Committee prior to her leave time in March, and Judy volunteered to join the Committee to help.

Mary told the board she had received a commitment from Jeanne Shaheen to be a speaker at the centennial event of women's right to vote in 2020. She is also speaking with the telephone museum to coordinate around the voting events. Michelle Allen suggested also collaborating with the Historical Society. Mary is also lining up women to

dress in period costumes and give speeches. She's working on the timing of events from January to end of August. Ralph suggested that the summer program could be adapted to the theme.

Mary also told the Board that the Committee was working on programs around cycling, combing helmet safety and simple repairs, as well as bird house construction using materials recycled from the transfer station and donated by Aubuchon, and a T-Shirt fundraiser.

#### **8. Personnel and Policy Committee Report: David Bates**

David explained that the Committee was recommending that Sue Matott's six month probationary period as Custodian be brought to a close. He also explained that a situation had arisen in which Sue would come in with her husband Cliff, who is a custodian at NFI, and that they would work together to finish the Library cleaning in half the time. This created a number of labor/liability problems, and Nancy spoke with Sue about not doing that. After consideration, the Committee decided it would be best to create the position of Assistant Custodian and offer it to Cliff Matott conditioned on successful completion of a background check. Pay would be equal to the Custodian's (\$16.61 per hour), and the same number of hours would be worked per week between Cliff and Sue. There would be no impact on the budget and they could arrange coverage of the work between them as is convenient. James raised the concern that the budget might be impacted if the total hours worked didn't remain the same, and David replied that the need to keep the total hours the same had been clearly communicated.

**Motion to terminate Sue Matott's probationary period as Custodian as of the end of August, and to offer the position of Assistant Custodian to Cliff Matott at the rate of \$16.61 per hour conditioned on successful completion of a criminal background check.**

**Motion: David Bates      Second: Ralph Parsons      Approved**

David explained that the current Substitute Librarian, Catherine O'Brien, had been unavailable at certain times when the Library was short of staff, specifically on Thursdays and Saturdays, because she works on those days at her main job at the New London Library. Nancy suggested to the Committee that a resident who had volunteered at the Library in the past, Siannaleigh Sullivan, be considered as an additional substitute. After discussion, the Committee was recommending to the Board that Ms. Sullivan be brought on as an additional substitute librarian at the rate of \$11.95 per hour (Catherine O'Brien makes slightly more at \$12.35 per hour in consideration for her training and experience), subject to successful completion of a criminal background check. The overall impact on the budget would be very slightly positive, as Ms. Sullivan's hours would be replacing Ms. O'Brien's on the days which she was not available.

**Motion to create an additional Substitute Librarian position and offer it to Sianaleigh Sullivan at the rate of \$11.95 per hour, conditioned on successful completion of a criminal background check.**

**Motion: David Bates      Second: Judy Pellettieri      Approved**

The next meeting of the Personnel and Policy Committee will be on September 13th at 6:30 PM.

#### **9. Technology Committee Report: Michelle Allen**

Michelle explained to the Board that the Committee was discussing a re-theme of the website with Wordpress, which would cost \$25 but involve time as some links/functions would need to be fixed afterwards.

Nancy is experimenting with lending out a wifi jetpack, which uses mobile phone signal to create a wi-fi hotspot. Its use is potentially limited in Warner because of the poor cellphone reception in many parts of town.

Michelle told the Board that the Committee met with Dan Watts about replacing the current wi-fi equipment. What the Library currently has was added piecemeal over some years. Dan recommended replacing it with new Ubiquiti equipment, the same as the Town is using for the Town Hall. The new equipment would cost \$550, have free updates, but no support contract. There is also an option to purchase an additional access point for \$90 to provide free wi-fi to Jim Mitchell park next door. Dan offered to provide labor for the installation for \$100. After discussion the Committee decided to recommend to the Board that money be earmarked for the project in next year's budget if there was no surplus money in this year's.

David suggested holding an online fundraiser as an alternative way to fund the project, but James Zablocki cautioned against making public fundraising appeals too frequently and for minor projects because it would create fatigue.

Mary asked if there should be a second bid, and Michelle explained that Dan's offer was well below market rate.

James asked what value the new equipment would have for patrons, and Michelle explained that the current equipment has issues with speed and connectivity.

James asked when we would know whether funding would need to come from this year's or next year's budget, and Ralph replied that we will know by the next Board meeting.

**Motion to authorize the purchase of new Ubiquiti wi-fi equipment, including an access point to provide service for Jim Mitchell Park, with installation by Dan Watts, once funding is allocated.**

**Motion: Michelle Allen    Second: Rhonda St. James    Approved**

The next Technology Committee meeting will be held on October 11th at 6 PM.

#### **10. Library Director's Report: Sue Matott (for Nancy Ladd)**

Sue told the Board that she had been interviewed by Peter St. James on his radio program about the summer program and that it went well.

The summer program has wrapped up and was successful, with about the same number of kids participating as last year. Children's book circulation is up, and Sue commented that kids seem to be switching to chapter books earlier.

The meeting adjourned 8:32 PM.

The next meeting of the Board will be held on Tuesday, September 18, 2018 at 7:00 PM.

Respectfully Submitted,

David Bates,  
Recording Secretary