

**Pillsbury Free Library Board of Trustees  
Tuesday October 16, 2018 Meeting Minutes**

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

Meeting began at 7:02 PM.

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

The Board reviewed the minutes of the September 18, 2018 meeting, correcting a host of spelling, numbering, capitalization and syntax errors. Additionally, in the Long Range Financial Planning Committee section, "He will be meeting with the Selectboard next week and is having conversations with Jim Bingham the Town Administrator about the Town potentially picking up electric and/or utility bills" was amended to "He, Rhonda and Michael will be meeting with the Selectboard next week and are having conversations with Jim Bigham about picking up other expenses."

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

**Motion: Kathy Pellettieri**

**Second: James Zablocki**

**Approved as Amended**

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

Judy read a letter Nancy received from the Hopkinton Library Board of Trustees thanking the Library for allowing Hopkinton residents to use the Pillsbury Free Library while their library rebuilds following a lightning strike.

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

Ralph reviewed the balance sheet to date with the Board. Actual expenditures are matching the budget so far this year. The draft budget for 2019 was reviewed and discussed.

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

**Motion: David Bates**

**Second: Judy Pellettieri**

**Accepted into record**

**4. Finance Committee Meeting: Michael Simon**

The Library took in roughly \$3,200 net from the Fall Foliage Festival book sale. The Board discussed donating a portion to the Fall Foliage Festival.

**Motion to donate 15% of book sale net proceeds, \$480, to the Fall Foliage Festival.**

**Motion: Ralph Parsons**

**Second: Kathy Carson**

**Approved**

The Library was successful in its application for moose plate grant funding to repair two stained glass windows.

**Motion to accept the moose plate grant funding from the NH Arts Council to restore two stained glass windows.**

**Motion: Michel Simons**

**Second: Judy Pellettieri**

**Approved**

The next meeting of the Finance Committee will be on Thursday October 15th at 6:30 PM.

#### **5. Long Range Financial Planning Committee: Ralph Parsons**

Ralph explained that the meeting with Selectboard went well, and that the Selectboard was receptive to the long range financial issues discussed.

At the last meeting of the Long Range Financial Planning Committee, there was agreement that the committee should be disbanded and its subject matter dealt with through the Finance Committee.

**Motion to dissolve the Long Range Financial Planning Committee and consider the issues it its purview through the Finance Committee.**

**Motion: Ralph Parsons    Second: Kathy Carson                    Approved**

#### **6. Building and Grounds Committee: Michael Simon**

Michael explained that they are in the process of checking references for two HVAC contractors.

Discussing a shelving quote with Tucker Library Interiors Nancy asked if it was possible to break down the order and purchase pieces bit by bit, but found out that the overall cost would be more expensive if the order is broken down because there is a minimum fixed cost for delivery and installation.

The committee is discussing options for a computer station in children's room.

The committee plans to begin working on the LCHIP monitoring report.

The next committee meeting will be on Thursday the 15th at 5:45 PM.

#### **7. Personnel and Policy Committee: Kathy Carson**

Kathy presented a revised policy and associated form for booking the Frank Maria Room for the Board to review.

Kathy presented a draft reconsideration policy and associated forms for the Board to review.

Aggregated performance evaluation results for the Library Director from the Board and Staff were distributed. Kathy reviewed the results and comments made on the evaluations for the Board.

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

Nancy explained that audio and e-book circulation were up.

Nancy told the Board that she considered it advisable that the Library have a newsletter to promote its resources and programming.

Nancy will be doing a table at the upcoming KACC Business Showcase event.

Sue Mattot is now chairing the New London Rotary Club literacy committee.

**9: New Business**

Nancy explained that the members of the our congressional delegation had supported the newly introduced Museum and Libraries Services Act, a bill to reauthorize the Institute of Museum and Library Services, which provides support various kinds to libraries.

**Motion to thank congressional delegation for their support of the Museum and Libraries Services Act.**

**Motion: David Bates      Second: James Zablocki      Approved**

The meeting adjourned at 8:54 PM.

The next meeting will be held on Tuesday, November 20th at 7:00 PM.

Respectfully Submitted,

David Bates,  
Recording Secretary