

Pillsbury Free Library
Monthly Trustees Meeting Agenda

Tuesday, October 18, 2011

7:00 p.m. in the Frank Maria Room
Everett Hunt, Chairperson, presiding

1. Minutes from September 20, 2011 meeting (Nan Cogswell)
2. Treasurer's Report (Tina Schirmer)
 - (includes acceptance of gifts, if any) eg Booksale (and % to send to FFF)
 - Discussion re: non-resident fees (see New Business)
 - Discussion re: landscape funds and window restoration
3. Library Director's Report
 - Statistics, meetings/ conference, movie program license update, Van Service petition, FFF book sale, volunteers to help with filing Trustee and maintenance records
4. Committee Reports
 - a. Building and Grounds (Lynn Perkins)
 - Window restoration/energy improvements
 - Window damage (Park side)
 - New insulation quote
 - b. Personnel Committee
 - c. Policies Committee (Larry Sullivan)
 - Social Networking Software Policy, tabled in Sept. for vote this meeting
 - d. Technology Committee (Linda Hedrick)
 - Website, Technology policies in progress, 2012 budget requests
 - e. Correspondences (Linda Hedrick)
5. Old Business -
 - a. NHLTA Trustee orientation workshops - Lynn report?
 - b. CIP requests status - Lynn and Nancy
6. New Business:
 - Discuss upcoming evaluation process
7. Next Meeting (November 15, 2011)
 - a. Count of anticipated attendance
8. Adjourn

Pillsbury Free Library Board of Trustees
Tuesday, September 20th, 2011 DRAFT Meeting Minutes

Chairperson Everett Hunt called the meeting to order at 7:10 p.m.

Present: Trustees Nan Cogswell, Linda Hedrick, Everett Hunt, Tina Schirmer, Larry Sullivan, Joan Warren and Library Director Nancy Ladd.

Absent: Jeanne Hand and Lynn Perkins

1. Chairperson Opens the Meeting. Everett Hunt opened the meeting at 7:10 p.m.
2. Minutes from the August Trustees Meeting. A motion to approve the amended minutes was made by Larry, seconded by Joan, and the board accepted it.
3. Treasurer's Report. Tina presented the library's financial reports. It was noted that no financial gifts were given, and no capital expenses for August. She mentioned that we are on schedule for income, but a little behind on expenses. Larry made a motion to accept the report and minutes, seconded by Nan, and the board accepted it.
4. Library Director's Report. Nancy presented her written monthly report. Calvin Knickerbocker, musicologist, presents this "Wacky Songs That Made Us Laugh" program at the Town Hall on Friday, September 30th at 7:00 p.m. The Mountain View Senior Center and the Warner Historical Society are co-sponsors with the PFL. Sue Matott has started holding occasional activities for the "tween" group, and they have named themselves the "Book Nook". She is also offering a twice a month story time for preschoolers who are in preschool on Thursdays. She also has started learning how to edit and add information and photos to the new website. Nancy also mentioned that she has signed on with the Online Newsstand Project, which requires a commitment to index one or more magazines for the benefit of participating libraries. It provides easy online access to full text articles in Ebsco from a listing organized by magazine title and issue date. Also, the NHSL will act as middleman for a discount package for Movie Licensing USA deals at 50% off for 2012. Since it is site specific, it must be shown at the Library site. For our population, it would cost about \$126, with about 95% of all studios participating, for a year. The Plasma TV has been mounted in the Maria Room, thanks to Lynn Perkins, and already the DAR group has requested its use for a DVD viewing. We are still having moisture issues in the Maria Meeting Room, near the chimney, and a few other places, due to the past heavy rains. Northeast Masonry have returned twice to find and seal the holes in mortar and at flashing. After the ceilings and walls dry out, some repainting will be needed.
5. Committee Reports. The various committees of the Trustees gave reports.

Building and Grounds: Nan presented the committee report, as Lynn was at a Library Trustee Orientation Workshop in Newport this evening. The committee, after much discussion, asked Window Masters to return the end of September and give us another updated estimate, as the previous one was \$5,000 back in 2009. In regards to the outside lights being on all night, Nancy is looking into the idea of a programmable timer for the security lights or motion detector spotlights. The historic Pillsbury buildings plaque will be

discussed at the next meeting. Larry made a motion to accept the report and minutes, seconded by Joan, and the board accepted it.

Personnel: No report.

Policy: Larry gave a report on the policy for Trustee Board minutes regarding the written part. After being written, they are sent out for changes to the Trustees during a 5-day period. Due to time constraints, it's hard to make changes. Any major change, we can make it at the next meeting when they are approved for acceptance. Such a change to this report shall be made to the Chairperson and the secretary, then to be announced, amended and accepted. The *Social Networking Policy* was announced and will be posted. The *Denial of Privilege Policy* at the library was mentioned, and we are waiting to see if another library will come up with that idea. Nan made a motion to accept the report and minutes, Joan seconded, and the board accepted it.

Technology: Linda presented the committee report. Almost every 2010 goal has been completed by the Technology Committee, and she gave Nancy credit for all the work she has done on the new PFL web page. After a discussion for ways to let the public know about the library site, it was suggested that we pass out a copy of our "web page address" at the Fall Foliage Festival book sale on October 8 & 9th. Larry made a motion to accept the report and minutes, Nan seconded, and the board accepted it.

Correspondence: Linda sent a thank-you note to Dan O'Leary for transferring a World War II tape to DVD, and to M & W Moyers regarding the donation of "Birds and Blooms" subscription to the library.

Old Business: Everett brought up the subject of replacing Laura Milliken who resigned in July as a Trustee, and asked us to check with people that we could recommend for the position. Nancy has written Laura to see if she has sent in a letter of resignation to the town. All CIP reports are being sent to the Town of Warner budget committee. Linda also mentioned that we are looking for a tube or piece of board that will cover all the TV wires, as well as a new cabinet for the DVD and other pieces of equipment on the present smaller table.

New Business: Nancy mentioned that volunteers are needed to sign up for the Fall Foliage Festival book sale. On Oct. 5 and 6, we need to sort books, carry boxes upstairs, and set up tents if the weather forecast looks good. If not, it will be inside the library. The actual sale is on Oct. 8 & 9.

6. Next meeting. The next meeting of the Trustees will be on October 18th at 7:00 p.m. in the Maria Room. All Trustees expect to attend the meeting except for Joan.
7. Adjourn. Larry made a motion to adjourn the meeting, it was seconded by Nan, and the meeting adjourned at 8:30 p.m.

Respectfully submitted by Nan Cogswell, Recording Secretary.

Pillsbury Free Library Budget Committee Meeting 9/28/11 9:45 am – 12:15 pm.

Jeanne Hand, Nancy Ladd & Tina Schirmer met to discuss the 2011 & 2012 PFL Budget.

We concentrated on trying to find funds to move into the "window repair" line item for the 2011 budget, which totaled \$4700. We moved \$1000 from the attic ladder repair line & \$200 from the furnishings line to bring the new line item total to \$5900. The remaining \$400 in the furnishing line will be used for another bean bag seat & to finish paying for the shelving that Men's Club partially funded. (\$100)

We decided to bring 2 items before the board at the October meeting.

1-The amount charged for non residents. The current fee is \$30 annually for a family. \$50 would bring our fee in line with what other libraries are charging. Seniors are charged \$15, KRSD students & employees of Warner businesses get free cards.

2-We still have \$1000 in a line for landscaping for this year. Do we want to spend some or all of it on landscaping this year or should we move some of it into the "window repair" line?

Next year's fee for audio book downloads will be \$875 as opposed to the \$700 paid this year. Libraries are being asked to make a voluntary additional contribution this year. We decided that we would wait until the end of the year to see if we have unspent money from our collections fund.

We identified a number of lines that will need to be increased for 2012. Some of these are heat, (our oil price increased 40% for the coming heating season), contracts (Nancy will be getting updated numbers), Librarians' professional expenses (Conferences & Dues). We also need to budget annually for window cleaning and A/C maintenance.

Jeanne will be contacting the town to get information regarding benefits. She will be asking the town administrator how much the employees will be contributing to their health insurance premium & whether the town pays the premium for dental insurance for the full time employees.

10/06/11

PILLSBURY FREE LIBRARY Balance Sheet Monthly YTD Report As of September 30, 2011

	<u>Dec 31, 10</u>	<u>Jan 31, 11</u>	<u>Feb 28, 11</u>	<u>Mar 31, 11</u>	<u>Apr 30, 11</u>	<u>May 31, 11</u>	<u>Jun 30, 11</u>	<u>Jul 31, 11</u>	<u>Aug 31, 11</u>	<u>Sep 30, 11</u>
ASSETS										
Current Assets										
Checking/Savings										
Copier/Printer Fund	972.56	890.45	930.48	1,020.19	1,123.73	1,105.19	1,202.95	1,051.04	953.57	1,008.41
Donations Fund (non-lapsing)	16,398.02	16,407.11	16,559.00	16,626.42	15,812.41	16,654.55	16,891.62	16,181.31	15,752.83	15,762.77
Fines and Fees	3,459.39	3,473.28	3,541.68	3,553.12	3,549.55	3,705.95	3,712.39	3,742.86	3,789.32	3,750.78
Town Appopr. Operating Fund	7,577.17	4,813.64	5,799.97	9,984.49	8,966.68	9,036.05	6,420.16	2,641.64	8,383.83	9,035.79
Town Appr CD 9mo was MC now LSB	22,402.39	22,422.27	22,442.17	22,460.16	22,480.10	22,492.99	22,492.99	22,492.99	22,492.99	22,492.99
Cogswell, Lloyd & Annie Fund LS	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,223.07	25,223.07
Cogswell, Richard & Mary - Jumb	100,184.92	100,376.37	100,568.18	100,741.76	100,934.27	101,120.93	101,314.17	101,501.53	101,695.50	101,889.84
Cogswell, Richard & Mary - 5yr	9,977.51	9,996.58	10,015.68	10,032.97	10,052.14	10,070.73	10,089.97	10,108.63	10,127.95	10,147.30
Cogswell, Richard & Mary, MM-SR	4,904.78	4,905.49	4,906.13	4,906.84	4,907.52	4,908.23	4,908.92	4,909.56	4,910.18	4,910.79
E. Cutting Fund	2,306.27	2,306.56	2,306.83	2,307.12	1,782.40	1,782.63	1,782.85	1,783.08	1,783.30	1,783.52
E. Cutting Fund CD SRB 12 Month	37,774.05	37,806.45	37,835.74	37,868.20	37,868.20	37,899.64	37,932.15	37,963.64	37,996.21	38,017.18
F Maria Fund 12/2010 CD	7,000.00	7,004.58	7,009.16	7,013.30	7,017.89	7,022.33	7,026.92	7,031.37	7,035.97	7,040.57
M. Martin Childr. Fund	1,009.44	1,009.59	1,009.72	1,009.87	1,010.01	1,010.15	1,010.29	1,010.43	1,010.56	1,010.68
M. Martin Childr. Fund CD	5,037.39	5,037.39	5,037.39	5,037.39	5,037.39	5,046.71	5,056.35	5,065.70	5,075.38	5,085.08
Total Checking/Savings	<u>244,110.06</u>	<u>241,555.93</u>	<u>243,068.30</u>	<u>247,668.00</u>	<u>245,648.46</u>	<u>246,962.25</u>	<u>244,947.90</u>	<u>240,589.95</u>	<u>246,230.66</u>	<u>247,158.77</u>
Total Current Assets	<u>244,110.06</u>	<u>241,555.93</u>	<u>243,068.30</u>	<u>247,668.00</u>	<u>245,648.46</u>	<u>246,962.25</u>	<u>244,947.90</u>	<u>240,589.95</u>	<u>246,230.66</u>	<u>247,158.77</u>
TOTAL ASSETS	<u>244,110.06</u>	<u>241,555.93</u>	<u>243,068.30</u>	<u>247,668.00</u>	<u>245,648.46</u>	<u>246,962.25</u>	<u>244,947.90</u>	<u>240,589.95</u>	<u>246,230.66</u>	<u>247,158.77</u>
LIABILITIES & EQUITY										
Equity										
Fund Balance	298,921.76	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06
Net Income	-54,811.70	-2,554.13	-1,041.76	3,557.94	1,538.40	2,852.19	837.84	-3,520.11	2,120.60	3,048.71
Total Equity	<u>244,110.06</u>	<u>241,555.93</u>	<u>243,068.30</u>	<u>247,668.00</u>	<u>245,648.46</u>	<u>246,962.25</u>	<u>244,947.90</u>	<u>240,589.95</u>	<u>246,230.66</u>	<u>247,158.77</u>
TOTAL LIABILITIES & EQUITY	<u>244,110.06</u>	<u>241,555.93</u>	<u>243,068.30</u>	<u>247,668.00</u>	<u>245,648.46</u>	<u>246,962.25</u>	<u>244,947.90</u>	<u>240,589.95</u>	<u>246,230.66</u>	<u>247,158.77</u>

10/06/11

PILLSBURY FREE LIBRARY
Profit and Loss Monthly and YTD (condensed)
 January 1 through October 6, 2011

	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 1 - 6, 11	TOTAL
Ordinary Income/Expense											
Income											
Copy/printer income	0.00	40.00	137.76	103.50	30.00	206.68	0.00	190.45	54.80	0.00	763.19
Donations-Rec'd	7.00	150.00	65.30	123.00	1,269.60	10.00	96.66	57.00	8.00	145.00	1,931.56
Fines&Fees	57.45	68.00	11.00	40.00	155.95	93.99	30.00	46.00	5.00	60.00	567.39
Government -Local	0.00	15,888.88	31,405.74	14,772.81	15,516.86	0.00	15,516.86	31,033.72	15,516.86	0.00	139,651.73
Grants Rec./Ecumb	0.00	0.00	0.00	0.00	250.00	225.00	0.00	0.00	0.00	0.00	475.00
Interest Income	271.49	268.36	249.58	240.15	267.34	263.16	255.21	380.77	252.66	0.00	2,448.72
Misc. Credits	17.00	0.00	0.90	0.00	0.00	150.10	89.25	0.00	26.75	17.00	301.00
Trusts-Town & Redington	0.00	0.00	0.00	0.00	0.00	0.00	190.94	0.00	0.00	0.00	190.94
Total Income	352.94	16,415.24	31,870.28	15,279.46	17,489.75	948.93	16,178.92	31,707.94	15,864.07	222.00	146,329.53
Expense											
Capital Expense	0.00	568.00	0.00	0.00	505.60	0.00	625.00	0.00	0.00	0.00	1,698.60
Collections	804.15	781.64	1,314.00	2,764.96	1,467.84	1,325.62	1,628.72	1,840.90	1,576.96	199.85	13,704.64
Copier/printer Expenses	82.15	0.00	48.10	0.00	48.60	249.16	151.97	287.96	0.00	0.00	867.94
Donation spent	50.00	50.00	0.00	932.99	514.99	0.00	1,000.00	0.00	120.90	0.00	2,668.88
Grants Expended	0.00	0.00	0.00	0.00	250.00	0.00	225.00	0.00	0.00	0.00	475.00
Facilities Operation	1,424.64	3,073.53	3,620.06	1,516.10	1,894.25	1,092.26	1,387.67	2,119.53	2,596.63	1,051.15	19,775.82
Misc Operating Exp	485.86	377.12	187.03	495.68	387.59	188.00	174.77	248.86	211.99	100.00	2,856.90
Personnel expen	0.00	9,938.78	21,877.55	10,969.82	10,825.44	0.00	15,037.36	21,475.20	10,077.07	0.00	100,201.22
Programs and PR	50.27	113.80	168.55	374.45	171.15	108.24	306.38	94.78	352.41	66.00	1,806.03
Temporary Expenses	0.00	0.00	30.25	0.00	110.50	0.00	0.00	0.00	0.00	29.75	170.50
Trustees exp	10.00	0.00	25.04	245.00	0.00	0.00	0.00	0.00	0.00	0.00	280.04
Total Expense	2,907.07	14,902.87	27,270.58	17,299.00	16,175.96	2,963.28	20,536.87	26,067.23	14,935.96	1,446.75	144,505.57
Net Ordinary Income	-2,554.13	1,512.37	4,599.70	-2,019.54	1,313.79	-2,014.35	-4,357.95	5,640.71	928.11	-1,224.75	1,823.96
Net Income	-2,554.13	1,512.37	4,599.70	-2,019.54	1,313.79	-2,014.35	-4,357.95	5,640.71	928.11	-1,224.75	1,823.96

PILLSBURY FREE LIBRARY
Budget vs. Actual YTD
 January through September 2011

1:11 AM
 10/14/11
 Accrual Basis

	<u>Jan - Sep 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Copy/printer income	763.19	800.00	-36.81	95.4%
Donations-Rec'd	1,670.26	2,875.00	-1,204.74	58.1%
Equipment Sold	75.00			
Fines&Fees	507.39	650.00	-142.61	78.1%
Government -Local Taxes	139,651.73	186,202.00	-46,550.27	75.0%
Grants Rec./Ecumb	475.00	1,500.00	-1,025.00	31.7%
Interest Income	2,448.72	3,400.00	-951.28	72.0%
Misc. Credits	325.30			
Trusts-Town & Redington	190.94	813.00	-622.06	23.5%
Total Income	146,107.53	196,240.00	-50,132.47	74.5%
Expense				
Capital Expense	1,698.60	9,025.00	-7,326.40	18.8%
Collections	13,504.79	19,695.00	-6,190.21	68.6%
Copier/printer Expenses	867.94	800.00	67.94	108.5%
Donation spent	2,668.88	2,000.00	668.88	133.4%
Grants Expended	475.00	1,500.00	-1,025.00	31.7%
Facilities Operation	18,724.67	28,994.50	-10,269.83	64.6%
Misc Operating Exp	2,756.90	5,765.00	-3,008.10	47.8%
Personnel expen	100,201.22	139,059.00	-38,857.78	72.1%
Programs and PR	1,740.03	2,750.00	-1,009.97	63.3%
Temporary Expenses	140.75			
Trustees exp	280.04	800.00	-519.96	35.0%
Total Expense	143,058.82	210,388.50	-67,329.68	68.0%
Net Ordinary Income	3,048.71	-14,148.50	17,197.21	-21.5%
Other Income/Expense				
Other Income				
Government-Local CIP	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Open Source ILS /catalog CIP	0.00	0.00	0.00	0.0%
CIP Ceiling Insulation/Windows	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	3,048.71	-14,148.50	17,197.21	-21.5%

Statistics Note: annual Circ increased 57% from 2007 to 2010. Staff hours increased 6.6%
 * As of Sept. 30 circulation is slightly down from 2010 (.7%) Interlibrary loan is level.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	2010 Y
Adult	1119	1162	1498	1174	1235	1058	1264	1424	1231				11165	15,977
Ch/YA	1278	1265	1805	1259	1318	1497	1661	1873	1488				13444	16,717
Mags	98	74	103	101	93	89	100	111	133				902	1184
e-audio	66	74	62	54	60	50	66	77	67				576	575
e-book	11	13	8	16	21	25	37	37	39				207	24
Total	2572	2588	3476	2604	2727	2719	3128	3522	2958				26294	34477
EBSCO	8	0	8	13	36	11	10	23	23				122	41

ILL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	2010
In	37	76	103	72	86	85	89	90	76				714	851
Out	67	64	61	70	56	65	77	64	80				604	844
Total	104	140	164	142	142	150	166	154	156				1318	1695

New Borrowers 13 month, 137 YTD **Computer Use:** 383 month, 3057 YTD
 Borrowers moved, deleted +/- or died: 4 month =72* YTD **Museum Passes:** 3 month, 65 YTD
 Total Patrons registered: approx 3399 plus 234 NH libraries
 (*Note: we are cleaning up the patron list – deletions may be high in 2011)

Overdrive audio/ ebook 106 downloads: (39 ebook (6 kindle), 67 audio) 5 from mobile access
New users 0 this month, 41/ year; **Indiv. users** 26 /mo.
 Online **EBSCO** use: 23 sessions in Sept.
 Mango Language system: Sessions: month = 3; YTD = 76; languages accessed, month = 3.

Summary of News & Information

Meetings: READS conference Oct 7 (Concord), Staff meeting Oct 17, Dept Head mtg Oct 18
Publicity / programming: Sept 30 – NHHHC program, Wacky Songs that Made You Laugh at 7 pm at Town Hall had 80 people attend. Kearsarge Happenings deadline is Oct 16.
 Planning for National Gaming in the Library Day, Nov 12.
Children’s Programs. The new second preschool storytime on Weds. at 2 pm (2 x mo.) for 3 yr olds who have Thurs. Preschool. – attendance: 8, 5.
Displays: Historical Soc. display of FFF photos
Other Activities: Many people have signed the petition about van service. (about 3 pages so far)
Book and Bake sale: gross intake: over \$2100.
Scheduled maintenance/repair: Generator maintenance. Electricians replaced 3 ballasts and a fuse. Fire extinguishers were inspected.
Unscheduled maintenance: damaged window (double glazing) at back of children’s room facing the Park. Granite State Glass will replace the glass at cost of \$192.

Gifts and Donations

MANY books and videos etc for the sale. (see above for resulting income)
 \$85 from appreciative non-resident summer visitor (in addition to nonresident card fee)
 Many hours of help from Trustees at sale – THANK YOU.

Staff and volunteers

Birthdays: Lynn Madigan - November.
 Annual staff performance evaluations have been completed, except for the Library Director’s which is done by Trustees in October/ November.
 New Volunteers: Tina Schirmer has been sorting and filing old treasurer records and invoices.
 Larry Sullivan has offered to help assess sale-ability/sort items for special sale.

Detailed news

Website:

- Added a business links page, and a page of links to articles about the interlibrary loan van service.
- Updated and added some artist listings
- Deactivated the mobile version as it was not displaying the tabs and navigation links.

Community Leaders Meeting: The United Church of Warner will host a second Community Leaders bag lunch discussion (October 19) for discussion of ways the many groups can work together to fill any community needs.

The discount package for **Movie Licensing USA** (50% off) for 2012 May not be available as not many libraries had signed up.

Maintenance /Repairs

Some repainting will be needed in the Frank Maria Room after the ceiling and walls dry out, to cover stains. A dehumidifier needs to be purchased, as the room smells damp and there is mold in the storage closet.

The double glazing on a low window facing the Park was damaged and is fogged up. It probably was caused by a stone. Nancy had just spoken to Neil Nevins while he was operating a string weed whacker in the Park around the tree, because she could hear grit hitting the glass. It could also have been youth highjinks.

The excessive water usage may have been partially masonry repair washing, and partly a leaky toilet flush valve. The toilet (a Flushmate) will be repaired soon. Nancy has located parts.

NH Librarian meetings and activities: There is much activity and concern in NH surrounding the issue of possible loss of 3 of the 4 Library vans. Many libraries are collecting stories and signatures, and newspapers are writing editorials and articles. It is also mentioned in the ALA magazine American Libraries. Many Warner community members have signed the petition (almost 3 pages so far). At our activity level, postage would cost \$5100 a year.

There is also concern everywhere about local budget cuts and freezes. There has been a shift in library user needs from books to computers and certain kinds of programs. Libraries report being "very busy" even as circulation drops a little.

Many Libraries are shifting Reference collections into their general circulating non-fiction and often allowing checkouts of the items. Some are experimenting with "bookstore" organization of topics. We will be adding clearer and larger signage for topics but continuing with the Dewey decimal system for now.

Online Services: NH Downloadable ebooks at OverDrive are now available (with a few exceptions) to Kindle users. 6 kindle items were checked out to Warner in the last part of Sept.

Collection space: There are many areas of the collection that are bursting at the seams, especially the adult fiction, Audio CD's, and the children's room, despite "weeding" of less used or worn items. People in Warner still READ! Staff are currently assessing the best ways to adapt the spaces or swap collection areas around. Reference materials will probably be severely cut down and biographies weeded and moved.

Children's services: the new Wednesday story time has been modestly successful: one was the first sunny day in weeks, the other right after FFF weekend.

Sue will be attending two conferences, on Children's Literature and a CHILIS meeting. Next year's summer theme is Night-time based.

Halloween is Monday Oct 31st. Some staff in costume will hand out goodies to the Simonds parade.

(Trustees are welcome to join us)

Respectfully submitted,
Nancy Ladd

10/14/2011

Pillsbury Free Library Director's Monthly Report, October 2011

2011 Calendar:

Since last meeting

Budgeting, Maintenance, booksale, and Staff performance evaluations

- Sept 21 (NHLTA) Lib Trustee Orientation workshop – Hooksett 5–8 pm (Lynn Perkins)
- Sept 21 Craft after School 3 PM
- Sept 22 WOTM coop 9 am Hillsboro - Nancy**
- Sept 22 Volunteer Robert S. - Birthday
- Sept. 28 Library Budget committee mtg
- Sept 30 Calvin Knickerbocker –Wacky Songs That Made Us Laugh: 80 attended**

Booksale Preparation and Sale, Conferences, budget, CIP presentations.

- Oct 3 Planning Board meeting 7 pm: CIP public hearing.
- Oct 4 Nancy's birthday
- Oct 5-6-7 Set up for booksale
- Oct 7 READS annual Conference Concord 9 am – 3 (Nancy)**
- Oct 8-9 Fall Foliage Festival (booksale) \$2100 +**
- Oct 9 Sue's birthday (Library closed in celebration –kidding! But it is closed)
- Oct 10 Closed** (Columbus Day Holiday)
- Oct 17 Staff meeting 9 AM
- Oct 17 Personnel Committee Meeting? 4 pm
- Oct 18 Retailers meeting (Kay) 9 am at Velvet Moose
- Oct 18 Town Dept Head meeting 9 am at PFL meeting room
- Oct 18 Building Committee meeting? 11:30 or 2:30?**
- Oct 18 Trustees Meeting 7 pm**

Future events:

- Oct 19 Community Leaders luncheon noon to 1:30 PM**
- Oct 19 After School craft 3 PM
- Oct 20 CHILIS conf (Sue)
- Oct 22 Keene Literature Festival (Sue)
- Oct 29-Nov 3 Sue away (NOT here for Halloween)
- Oct 31 Halloween: Children's parade (staff/trustees to give out goodies – in costume?)
- Nov 4 NHLA Fall Annual Meeting 8:30 am – 3 pm Concord**
- Nov 9 Lynn Madigan's Birthday
- Nov -- Personnel Committee
- Nov 11 Pd hol** Veteran's Day (Friday) No School
- Nov 12 (Sat.) National Game Day 10 – 1 Board and card games, geocaching?
- Nov 14 Staff meeting 9 AM
- Nov 15 Trustees Mtg 7 pm
- Nov 15? KACC Coffee Talk hosted by Library (topic: online library services)
- Nov 16 After School program 3 pm
- Nov 16-17 LGC annual Conference in Manchester
- Nov 24 Closed** – Thanksgiving
- Dec 19 Staff Meeting
- Dec 20 Trustees Meeting 7 pm

Pillsbury Free Library
Building and Grounds Committee Meeting
Tuesday, September 13th, 2011 at 9:00 A.M.

The meeting was called to order by Chairperson Lynn Perkins at 9:00 a.m.

Present: Lynn Perkins, Nan Cogswell, Everett Hunt and Library Director Nancy Ladd.

The major discussion of the meeting was the replacement of the 6 windows in the original portion of the Pillsbury Free Library.

Lynn presented a well-written and well-informed summary of the window restoration that needs to be done. He addressed the main problems of the windows, and then we studied/discussed the pros and cons, as well as the bids of Old Window Restorers, NH Historic Sash and Windows, LLC, and Window Masters Inc. After a very informative chat, we decided we liked the approach of Window Masters Inc. Nancy will give them a call to see when they can come out to meet with us, and to make a new proposal as the previous bid was under \$5,000 back in 2009. This will happen, we hope, in the last week of September.

Lynn also mentioned that Nancy and Tina have been looking at the 2011 budget to see if there is some money available there, and then look into the budget for 2012 for the remaining funds.

At our next Building and Grounds meeting we will discuss the commemorative plaque for the Pillsbury family if still being proposed. The estimated cost could be in a range of \$400 to \$2,000.

Regarding energy conservation, it was mentioned that the security lights are on all night and if it was necessary to have them on all night. Being a public building, doorway lights may have to be on. Nancy will check in with an electrician to see if Exit lights could be added to a timer, also.

We also discussed the water bill, which doubled July, 2011 compared with July, 2010. Even though there have been new plants added to the garden area (and water was brought in), it doesn't seem possible that all that water was used for flower beds. Nancy and Lynn will check further into this matter.

A motion was made by Everett to adjourn the meeting, Nan seconded it, and the meeting ended at 10:10 a.m.

Accepted 9-20-2011

Building & Grounds Meeting October 11, 2011

Lynn Perkins, Nan Cogswell and Nancy Ladd, Library Director met with Tim from Window Master Inc. from Dublin, NH on October 11, 2011 at 10:00 a.m. to discuss the restoration of six windows in the original section of the library, and possibly a front door pane.

The Committee (after extensive work by Lynn) decided to meet with a representative to go over the work that would be needed, and to give us a new estimate since the last proposal was done in August of 2009 to be just under \$5,0000. After attending a library meeting at the Newport library, Lynn noticed the windows had been replaced and was able to talk with the librarian who recommended Window Master Inc. (who had done their work) and she spoke of them very highly.

The following is from Lynn's written notes for the meeting.

Materials:

1. Bi-Glass system; where existing glass rabbet in sash is routed to accept insulated glass. This should eliminate the need for storm windows. Half screens could be created to allow for raising of lower sash during fair weather (B & G Committee responsibility).
2. Jambliners.
3. Non-tilt hidden balances (lower sash only)
4. Sash weight pocket insulation (blown in cellulose)
5. Locks (new sash locks needed to activate weather-stripping, (quality?). *(Depending on the window size, he thinks that we can keep the old sash locks.)*
6. Mahogany parting beads (as needed)
7. Meeting rail insulation (silicon bulk tube seal on upper sash)
8. Silicon bulk tube seal (upper sash top rail, on bottom rail of lower sash)
9. Custom support legs for sash. (Needs clarification as to what these are)
10. Wood pile for interior sash stops (ensures smooth operation and tight seal)
11. Sash cord pulley openings
12. Kilz primer (oil? or latex?), 2 coats latex finish paint. *(Depending on the price, the windows could be painted there at the shop.)*
13. Schelegel Polyflex weather-stripping at parting bead and jamb board

Labor consists of the following:

- a. Routing of old window putty and glass removal, and increase glass rabbet to accept insulated glass using interior and exterior glazing tape.
- b. Routing out sash side rail (stile) to accept non-tilt hidden balances. Thereby eliminates sash or chain cords and allows adding insulation to the weight pockets. (A choice of operating sash(s), lower only or both)
- c. Create upper sash custom support legs for fixed upper sash. (No sash balances required).
- d. Modify interior sash stops for wool pile insulation. (Eliminates stop adjusters)
- e. Stripping of sash exterior paint (steam process).

- f. Installation of blown-in cellulose insulation in sash weight pockets.
- g. The existing windows are “eastern type” – therefore the exterior casing is the exterior sash stop with the application of siliconized acrylic sealant.

The following questions were asked:

1. Is incidental (2 cu.in) epoxy consolidation per incident or overall?
2. Is \$60 allowance for sash lock (period) replacement? *(Oil bronze sash lock replaced because of double-pane glass – cheaper. Will try and keep the old locks.)*
3. Covers for weight pockets and pulley openings? *(The weight pockets stay and will cover the pulley openings.)*
4. Proposal does not address repairs to exterior window moldings. On page 3, paragraph just above “Materials Specifications:” mentions exterior trim at a unit cost or by others. Also, insulating between jambs and masonry is not addressed.
5. It would be nice to get a determination of what sills need replacing or repair. *(The 2009 quote for replacing sills was \$350 per sill.)*
6. Jamb boards are the sides and the top piece? Sill is not part of jamb.
7. Sash ends are the stiles?
8. What is the warrantee on failure of the insulated glass assembly? *(There is a 10-year warranty.)*
9. If using hidden balances, are jamb liners used or is the wool pile used instead with a groove cut into the sash stop to accept the pile? Cost impact to project if both sashes are operational? *(Lower sash moveable only, and decided we will not use the upper window.)*
10. If steam process is used to remove exterior paint(s), will the interior sash finish be impacted? *(The windows will be “steam stripped” off site, because of lead possibly in the paint. Window Masters “exterior prime” them, and they recommend their own painter. We will finish the painting on our own. The work could be done off site or at a trailer here. Nancy mentioned that we probably could use the BookEnds parking lot for the trailer.)*
11. Mahogany versus clear white oak? *(We will use mahogany wood for the sills.)*
12. Cost of full-length screens if both sashes are operational or lower screen if upper sash is fixed?
13. With cellulose insulation in weight pockets, does this stop air infiltration and heat losses between window frame and masonry? *(They will caulk the weight pockets, and will give us a price for “brick mold”.)*

Other information:

- General Contractor (Library?) will provide any exterior staging required. Does Window Masters see a need for any exterior staging? *(They have their own “staging”, and “insurance” to cover Window Masters.)*
- Library will remove and discard existing alum storm window assemblies. *(They will remove or put our screens in a safe place.)*

- What can you say about lead paint abatement testing, removal and cleanup, responsibility would need clarification. See page 5 of General Window Master Specification. ***(They are trained to “remove lead paint” and clean up.)***
- Window treatment removal and installation is responsibility of Library.
- Final cleaning of glass is to be completed by Library. ***(Yes.)***
- Incidental epoxy consolidation (up to 2 cu. In.) is included in bid price.
- Screen material preference is charcoal aluminum. ***(He will send us 2 choices of color for screens.)***
- Need to provide 2, 20 amp circuits within 50 ft. of onsite work trailer.
- Need to provide work area for light woodworking and storage. ***(Nancy thinks we can use the BooksEnds’ parking lot.)***
- Fridays would be best day to perform repairs, as the Library is closed to the public and, in accordance with page 4, 4th statement from the bottom of the page, “Bid assumes building will be unoccupied at time of work”. ***(They will pull windows on a Friday, then work on them for 2-3 days or a week at the office, away from the Library. Then about 5 days of work installing. They get the glass all sealed (from Maine), and then work on it at the shop. Will put up plywood to replace each window while removed.)***
- Windows involved do not have security devices attached. ***(The new windows are 5/8 glass, low e-argon, would give us 3.3 in UNR value of 2.6.)***

The meeting ended around 11:00 a.m. and the gentleman remained for a while taking measurements of the windows, etc. He will be sending us an updated estimate for the final cost of replacing the windows in a few weeks. Once again, thanks to Lynn for all of this preparation work regarding the windows, which I knew nothing about and learned a lot!

Nan Cogswell

Minutes for the PFL Board of Trustees
Technology Committee Meeting
Tuesday, 4:00pm
October 11, 2011

Present: Linda Hedrick, Nancy Ladd, Library Director
Absent: Joan Warren

1. Discussion of the 2012 technology committee budget requests

Four areas concerning equipment and software the committee would like to see in the 2012 or a near future budget were discussed and placed in order of priority:

- Upgrading of Microsoft Office (currently Office 2000) for staff computers (at circulation desk, ILL desk, Childrens' Room, and in workroom near office). Linda will look at pricing for Office 2007 and Office 2010 (the non-public machines are not eligible for Tech Soup discounted software)
- Ebook readers (2) and reader covers (2) (one to keep in-house for training and demonstration, and one to lend)
- MP3 players (2) – for downloaded audio books
- New scanner (one older one will not make pdfs and is obsolete)

Note: online services (renewals, additions) and computer / network maintenance and software support contracts were not discussed at this meeting but are also a part of the technology-related budget.

2. Meeting adjourned at 5:15 pm