

**Pillsbury Free Library Board of Trustees
Tuesday, August 20, 2013 Meeting Minutes DRAFT**

Present: Jeanne Hand, Tina Schirmer, David Pook, Richard Knapik, Michelle Allen; Nancy Ladd, Library Director

Absent: Joan Warren, Lynn Perkins, Shandi Allen, Belle Harvey

Meeting opened at 7:10 pm

1. Chair's Opening Comments:

Jeanne asked for a roll call.

Jeanne and Nancy had just come from a Board of Selectmen meeting where they presented the BOS with the building projects under consideration and the grants we are pursuing in order to help pay for those projects (see Building and Grounds Report below). The Board of Selectmen questioned why each year at Town Meeting the town is asked to vote on a Warrant Article approving the spending of trust funds in the care of the Library Trustees. It was explained to them that this is a state guideline from the Department of Revenue.

A detailed budget from January through today was given to the Trustees present to review. It will be discussed at next month's meeting. In the process of preparing next year's budget we need to account for an additional line item for the hosting costs of the new library system. The annual dues are invoiced in December and are due in January.

2. Minutes from June meeting were not distributed so could not be approved. The July meeting did not have a quorum so there were no official minutes taken.

3. Treasurer's Report:

The July Capital Expenses are from the last payment for the new system, including the hardware purchased (i.e., two new scanners), as well as a small amount towards some window work.

The treasurer's report was accepted.

Motion: David Second: Richard Motion approved

4. Library Director's Report:

The children's summer reading program was very successful. Due to a family emergency, Sue was unexpectedly absent for a week of activities. However, the program continued without interruption thanks to Elizabeth Dill stepping in to run the program. Elizabeth will be sent a thank you note from the Trustees for her generous assistance.

The entire staff has given above and beyond in the course of the transition to the new system: working through glitches that were out of their control, learning the new system and teaching patrons about the new public interface. In addition, there are two new public computers and two new staff computers that everyone has had to learn. The public response to the new system and its new abilities has been very positive.

5. Building and Grounds Committee Report:

LighTec, Inc. is the subcontractor that PSNH uses for lighting audits and savings reports. They conducted an audit at the library and concluded that there would be an annual savings of \$1597.15 if all of their recommended upgrades were implemented. Those upgrades would cost \$14,038.11 to implement. PSNH would pay for half of that upgrade cost. They have a program called Smart Start to assist with our financing the remainder of the cost. Smart Start is essentially an interest free, fee free loan. We would continue to pay the higher electric bill and the extra payment would go towards our half of the upgrade costs. We would have five years to pay off our half. The Smart Start program has limited funds and we would need to apply and hope to be accepted into the program for next year. Motion to apply to the Smart Start billing program for the energy improvement program:

Motion: Richard

Second: David

Motion approved

LCHIP preservation grants are available per the NH legislature that fund 50% matching grants for two years for Land and Building preservation. The 2013 deadline is Friday, September 13 at noon. The decision would be in mid-December with announcements in January 2014. The library's half of the money can be covered by both actual funds and in-kind (i.e., volunteer hours, funds already spent, etc). The library will apply to the LCHIP program and has begun the process. To further that application it would be beneficial to have an architectural assessment. This would provide a credentialed person showing the library's need and add weight to our application. Preservation Alliance provides grants for architectural building assessments at 50% of the cost, not to exceed \$4500. The quote from Preservation Alliance came in at \$6500 with our half being \$3250. We are awaiting word from Preservation Alliance as to whether we have been approved. Motion to proceed with both the LCHIP and Preservation Alliance grant applications:

Motion: David

Second: Richard

Motion approved

There are existing quotes for various library projects. For those that are outdated we are asking for updated quotes. For projects that have yet to receive a quote we are asking for brand new quotes. This is so we will know what each project would cost and can proceed should we receive an LCHIP grant.

6. New Business:

We have submitted a Capital Improvement Project request to the town for the lighting project. At this point we do not know if we will receive funding from PSNH (Smart Start) so we will allow that request to stand. The public meeting on CIP's is the Planning Board meeting on September 22, 2013.

7. Next meeting will take place on September 17, 2013. Michelle and David will not be able to attend the September meeting.

8. Meeting adjourned at 8:35 pm.

Respectfully submitted,
Michelle Allen