

Pillsbury Free Library Board of Trustees

DRAFT Minutes

Date: Tuesday, October 15, 2013 Opened 7:10 pm

Present: Jeanne Hand (Chair), Tina Schirmer, Lynn Perkins, Shandi Allen, David Pook, Richard Knapik, Michelle Allen, Joan Warren, Nancy Ladd (Director).

Absent: Belle Harvey

1. Chair's Comments

Jeanne welcomed everyone, pleased to note that we had more than a quorum. Two meetings over the summer did not have a quorum, thus library business could not be done. Appreciation was expressed for those who worked on the Fall Foliage Festival book sale. Final figures for the sale were not yet tallied

2. Minutes and notes (from meetings without a quorum) from the summer meetings were distributed.

The minutes were accepted for June 18 Motion: Lynn Second: Tina
The minutes were accepted for August 21 Motion: David Second: Richard

3. Treasurer's report

Tina reviewed the treasurer's report documents. Capital expenditure(\$10,001) in September reflected the four new computers and the last ILS expense of a barcode reader. There may still be costs additional staffing hours related to the ILS installation; Nancy will analyze the hours claimed so far this year to see how much of the ILS training cannot be covered by the budgeted regular personnel funding.

The report was accepted: Motion: Joan Second: Lynn

4. General Reports

Library Director' Report

Nancy thanked everyone who helped with the FFF book sale, which takes a lot of time from staff and volunteers, but benefits the library both with income and publicity.

Lighting upgrades through Light Tec, Inc. (subcontractor used by PSNH) was estimated at \$14,038, which may vary. This does not include the Fiction area because it hasn't yet been determined if funding is available to pull the ceiling. The library has been approved for PSNH funding, which will match 50% of cost, but the actual availability of funding will not be known until January. The CAP request to the town for this project will be kept active because other funding is

not assured. A decision was made to not ask the town for a lump sum payment. Rather, the library will pay the bill over a five year period using the savings accrued by the improved efficiency: the SmartStart Program.

Nancy reported to the Warner Board of Selectmen concerning the lighting efficiency project, the Preservation Alliance's PSNH program, and the library's chimney re-pointing challenges. Chairman Hartman queried Nancy concerning the need for the warrant that goes before the town annually. The Town Administrator recommended exploring the relationship with the Library, being a semi-independent political entity, of the town, discussing the library as a town building and examining the need for the warrant article. (Warner Board of Selectman meeting minutes 8/20/13) The Selectmen would like to meet with Nancy and Library Board representatives to discuss these issues. Jim Bingham suggested that the Selectman create a new type of capital reserve fund for the Library by Warrant article that would allow the Selectman to allocate funds into each year over a five-year period to help pay for specific Library capital expenses. It could be warranted the first year but would not re-warranting the next four years. Jeanne suggested the use of such an account should be limited to building expenses, not operating funds. David suggested the Board carefully consider the Library's independent status before agreeing having such a fund established. Would this take control out of the Library Board? The Board would need to further examine this proposition.

Nancy raised the issue with the town administrator of whether the town, and not the library, should be paying the liability insurance. And, should the town, not the library be paying the library employee deductibles. This also needs to be discussed within the library Board Finance Committee and with the Selectmen. After further discussion, dates for such a meeting were suggested. Nancy will contact the Selectmen to see a meeting could be arranged for November 26th.

The new ILS system is functioning well, and staff is becoming more comfortable with it. Payment for the system now is complete except payment for extra personnel hours. Nancy and Tina determined that those costs could be absorbed by our regular budget. Nancy attends monthly online ILS conferences with the other six libraries that have newly gone online. A frustration for Nancy is that any questions she has must first be filtered through the state contact person instead of going directly to the company help line.

The quotation for having a professional architectural assessment of our building was \$6500. The Preservation Alliance provides grants for such assessments at 50% of the cost (up to \$4500) so our cost would be \$3,250. The library could cover this cost in 2013 by reallocating funds from ceiling repair and painting, and

from storm window repair. The Board is grateful to Lynn who has donated his time and expertise repairing the windows.

Nancy is on the town JLMC committee which is set up to handle the town safety requirements for town buildings. The committees will tour all town buildings, including the library. Nancy suggested the Board review the town safety policy and consider adopting it for the Library.

Buildings and Grounds Committee Report

Chimney pointing continues to be a challenge. The repaired pointing washed out in some places in the brick joints within a year. The person who did the pointing has been difficult to contact and even more difficult to schedule for backing up his warranty of his work. He arrived late in the day of September 21 to clean, repair and seal chimney mortar section, but it was too dark to see clearly. He stated that he did apply water repellent after cleaning off the white residue. More work need to be done. Lynn will continue his efforts to hold the repair person accountable and to have him complete the job. If this is not done to the satisfaction of the building committee, legal steps may need to be taken. Lynn will install the four repaired window sashes from the original portion of the Library by October 18th.

Technology Committee

As planned, and budgeted, two firewalls (staff and public) will be set up. Two used computers have been donated by Sugar River Bank at the behest of Lynn. They are duo core and are an improvement over the ones they replaced. A note of thanks will be sent to Steve Smith of Sugar River Bank, Newport.

Personnel Policy Committee Report

Before the annual Director Evaluation can take place the committee must complete the alignment of evaluation questions with the Director's job description. A committee meeting has been set for Friday October 25 at 3:30.

5. Old Business

Nancy arranged for furnace repair. Rymes Company replaced the electronic ignition. She will schedule for annual furnace cleaning. Fire extinguishers have been checked.

6. New Business None

Motion to adjourn: motion: Lynn second: Tina Adjourned 8:40 pm

Respectfully Submitted, Joan Warren October 24, 2013