

Pillsbury Free Library Trustees Meeting DRAFT minutes

Tuesday, December 19, 2013

Present: Jeanne Chance, Michelle Allen, Shandi Allen, Richard Knapik, Nancy Ladd, Belle Harvey, Tina Schirmer, Joan Warren

Absent: David Pook, Lynn Perkins

The meeting opened at 7:05 pm

Opening comments from Chair: As was recommended at an earlier meeting a request was made for the Board to consider setting goals for itself. This also means reviewing our mission statement and updating it.

Minutes from previous meeting were corrected. It was clarified that Nancy will review the safety policy, not all of personnel policy. The minutes were accepted as corrected.

Motion: Tina Second: Shandi

The Board revisited the idea of **setting Board goals**. Jeanne suggested examining goals we have had in the past, and looking to state library trustee goals. Joan suggested looking to goals of other library boards. As a way of getting community input Nancy suggested doing a survey of townspeople. A survey should be worded to broadcast services we have, as well as asking for suggestions. Keeping detailed records of staff tasks for a week also would be helpful for analysis. Michelle concurred and commented further on the above suggestions.

Finance Committee: Tina presented the monthly financial information but postponed budget discussion until after the Personnel Committee report. Speaking for the Board, Joan expressed appreciation for all the work the budget committee and Nancy put into preparing this budget.

Personnel Committee: Joan passed out copies of the Personnel Committee minutes, summarizing that the Committee, after much discussion recommended that the Board give 1.7% COLA raise, with a one-time 6% raise to a staff person for equity. In addition, those who received outstanding evaluations received another 0.3% . Nancy handed out comparative financial information in detailed spreadsheets showing budget changes from 2013. Jeanne expressed concern over continually giving incremental raises when there is a strong possibility that town funds will be reduced when reevaluation takes place. Tina pointed out that this would not take place until at least 2015. In the discussion that followed a question was raised: why should we raise salaries above COLA since they will accumulate and cost more than we may be able to afford down the road? Michelle commented in support of the Committee recommendation, saying people need more money to build toward retirement. A salary increase also would show appreciation, particularly in light of this year's extra effort with the KOHA installation. Board members acknowledged the very real concern expressed by the Chair, and acknowledge the Board's need to be fiscally responsible. Tina noted that personnel cost is about 70% of the operating budget. Joan asked to move the question. There was further discussion. It was suggested that the Board initiate examination of the total financial needs starting in the spring, with goals of not increasing the budget for 2015. All agreed that brainstorming other sources of income also is important. Nancy stated the Town Administrator is listening to our concerns about building costs and there may be some ways the town can

help. The question was moved: the Board will give 1.7% raises with a one-time 6% raise to a staff person for equity, and those who received superior or outstanding evaluations received another 0.3% . All approved.

Motion: Joan **Second:** Richard

Technology Committee. No report was given because there have been no meetings. Michelle suggested holding Technology committee in January. The goals set by the Technology Committee set four years ago have been met. Jeanne suggested creating an inventory of equipment.

Building and Grounds: Lynn sent everyone minutes of the last meeting. At the meeting with the Town Budget Committee Jim Bingham asked if the library had any maintenance that the town person can do, instead of our hiring someone else (shoveling, mowing, etc.) The town charges less. We have been lucky that Lynn has been doing a lot of our maintenance at no cost. In his committee report, Lynn noted that the agreement with the Preservation Alliance was approved by the Building Committee.

Director's Report

The Director's report was e-mailed to Board members earlier in the week which included regular statistics. There were no questions. The Warner Energy Committee noted the NH Energy Exchange is presenting a program: Button up NH on reducing electricity usage. The Library has a lovely tree in the Warner Festival of Trees. Nancy asked for volunteers to help undecorate it.

Other:

Volunteers: It was suggested we write notes of appreciation from the Board to the volunteers and include a couple of note cards with library window pictures. Belle will make copies; Belle and Joan will write notes.

Staff appreciation: A suggestion was made that the Board present gift certificates for the staff again this year. Bookends certificates were given last year, so the suggestion was made to do a restaurant this year. School House was chosen because it has all options: breakfast, lunch and take-out dinner. The motion was made that we buy staff appreciation certificates in the amount equal to last year, not to exceed \$350, taken from Trustee funds.

Motion: Michelle, **Second:** Richard

It was suggested that the Board give Nancy a bonus gift certificate in appreciation for extraordinary effort in transitioning to the KOHA system this year. A motion was made to give Nancy a gift to Market Basket in the amount of \$125. \$125 is equal to the 2014 increase in the amount of the health insurance premium that Nancy will be paying in 2014, due to 5% employee contribution. All were in favor.

Motion: Shandi **Second:** Tina

Board members are urged to bring donations for the Warner food pantry to the January Board meeting.

A Motion was made to adjourn.

Motion: Michelle, Shandi second.

Meeting was adjourned at 8:45 pm