

## **Pillsbury Free Library Board of Trustees**

### **Tuesday January 16th, 2018 Meeting Minutes APPROVED**

**Present:** Michael Simon, Judy Pellettieri, Sara McNeil, Michelle Allen,, Kathy Carson, Ralph Parsons, David Bates, Rhonda St. James, Anastasia Glavas; Library Director: Nancy Ladd

**Absent:** Timothy Murphy

Meeting began at 7:02 PM.

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

The minutes of the December 19th, 2017 meeting were reviewed and amended. Minutes from the last meeting were approved as amended.

**Motion: Judy Pellettieri Second: Kathy Carson Approved**

#### **2. Treasurer's Report:** Ralph Parsons

Ralph Parsons reviewed the balances of the Library's Trust Funds, Non-Lapsing Funds and General Operating Funds. The Library ended the year with a balance of \$28.96 in the Operating Fund.

Treasurer's report was accepted into the minutes and approved for publication in the 2018 Town Report.

**Motion to accept: Kathy Carson Second: Sara McNeil Motion Passed**

#### **3. Budget/Finance Committee Report:** Ralph Parsons

Ralph Parsons is working on consulting John Warner about joining Michael and he on the Long Range Financial Planning Committee and plans to schedule the first meeting before the end of the month.

The Board reviewed the financial reports for the year to date.

#### **4. Building Committee Report:** Michael Simon

The Board reviewed the Transaction Detail Capital Building Expense report.

The last check written to contractor Tom Baye never arrived, so it has been voided and re-sent. The final check to Balanced Builders has been picked up. Nancy discussed the heat trace not working with John Chapman and he informed her that until the snow melts there isn't much that can be done.

Potential maintenance projects for the future include small projects like applying sealant around the skylight and repainting railings and large projects like refinishing the wood floors upstairs and potentially adding an air exchange system in the new building so it loses less heat.

#### **5. Personnel Policy Committee:** Kathy Carson

Kathy Carson explained the Committee's proposal to replace paid holidays with paid annual vacation time in the amount of each employee's regular weekly scheduled hours. After discussing the proposal the Committee decided that rather than vacation time, the paid time would be termed annual holiday time. This policy change would be proposed to be effective April 1, 2018.

The next Personnel and Policy Committee Meeting will be held on February 13th, 2018 at 6:30 PM. A vote by the Board of Trustees on the policy change is planned for the February 20th, 2018 Board meeting.

Nancy Ladd reviewed her suggested list of Holidays and closed days for the Library this year.

**Motion to approve the suggested list of Holidays and closed days for 2018.**

**Motion: Ralph Parsons Second: David Bates Motion Passed**

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

Nancy Ladd reviewed a number of gifts received by the Library.

The State's interlibrary loan system is still broken, and the Library's e-mail system through TDS is functioning erratically. Nancy is considering switching to Gmail.

Nancy has purchased Microsoft Office 2016 for the staff computers, and received the reduced rate licenses for the public use computers. She has also been gathering quotes on a new copier.

Paul McAuliffe has retired from his position as custodian. Sue Matott is filling in temporarily.

The Circle of Friends has decided to hold an auction fundraiser on March 10th at 7:00 PM.

#### **7. Old/New Business**

After discussing dates and times for hosting the NHLTA Regional Meeting, the Board tentatively decided on March 24th in the morning, with a backup date of April 21st.

Michael Simon reminded the Board that Town elections were coming up. Michael Simon, Tim Murphy and Sara McNeil's terms are coming to an end. Tim Murphy and Sara McNeil have indicated that they will not be filing for another term.

Michael Simon brought up having an official LCHIP Dedication event with town officials and LCHIP officials, open to the public. Nancy Ladd suggested holding the event during National Library Week (April 8-14).

Nancy Ladd has confirmed that it is okay for the Library to provide beverages and food for Town Meeting.

**Meeting adjourned 8:47 PM.**

Next meeting to be held on Tuesday, February 20, 2018 at 7:00 PM.

Respectfully Submitted,

David Bates,

Recording Secretary