

**Pillsbury Free Library Board of Trustees
Tuesday March 20, 2018 Meeting Minutes**

Present: Michael Simon, Judy Pellettieri, Michelle Allen, James Zablocki, Kathy Carson, Ralph Parsons, David Bates, Rhonda St. James, Mary Pelkey, Carol McCausland, Joan Warren, Nancy Ladd
Absent: Anastasia Glavas

Meeting began at 7:04 PM.

1. Recording Secretary's Report:

The minutes of the February 20, 2018 meeting were reviewed by the board.

Motion to approve the February 20, 2018 meeting minutes.

Motion: James Zablocki Second: Judy Pellettieri Approved

2. Treasurer's Report: Ralph Parsons

Ralph explained that the first of two biannual payments from the Town has been deposited with the NH Public Deposit Investment Pool, which the trustees authorized last year..

The Long Range Fiscal Planning Committee met and discussed different investment possibilities. Presently they feel that leaving library funds in CDs works best and avoids risk. Recommended that two CDs for the Richard and Mary Cogswell trust fund be combined into one to save time on paperwork. James asked if that meant combining separate funds, and Nancy explained that it was one fund that had been deposited into separate accounts.

Motion to combine Richard and Mary Cogswell CDs into one account.

Motion: Ralph Parsons Second: Rhonda St. James Approved

Ralph explained that other topics discussed by the Long Range Fiscal Planning Committee included focusing on endowment promotion in conjunction with programs at the library. Warner has one of the oldest average populations in the state. Also, the Library is due for a new energy audit. Rhonda mentioned that fundraising is more effective if it has a specific goal, and Ralph explained an annual campaign focused on one big need each year had been discussed.

The next meeting of the Long Range Fiscal Planning Committee will be on April 3rd at 7 PM.

James asked if it would be possible to include figures from the prior year as well as the current year in the treasurer's reports. Nancy said she would speak to the bookkeeper about it.

Motion to accept the Treasurer's report.

Motion: Judy Pellettieri Second: James Zablocki Approved

3. Building Committee: Michael Simon

Michael reported that the Building Committee hasn't met, but needs to meet soon to talk about the Frank Maria room floor. Due to various donations and fundraising we now have the funds to complete the floor. Funds came from the Circle of Friends auction, donations by individuals and groups who use the Frank Maria room, flea market table reservations, the Town Meeting bake sale, and money from end of year donations, although some of the donations fund money needs to be spent on books. Michael asked if the Board of Trustees should authorize expenditures to finish the Frank Maria room floor, but Michelle explained that expenditures for that purpose were

already authorized to be made as funds became available. After discussion that board felt it was appropriate to let former trustee Sara McNeil make final decisions about colors due to her extensive service and involvement with the project.

Michael also explained that the stained glass needs to be repaired and that a new energy audit would raise issues of overheating - the ceiling vent and roof vent are not functioning properly. Nancy mentioned that the Library might be eligible for grant money from the NH Conservation and Heritage License Plate Program to repair the stained glass, and that the electrician will need to come and diagnose the issue with the heat trace that he connected last year.

4. Personnel and Policy Committee: Judy Pelletieri

Judy reported that the children's librarian is also assuming the role of custodian. After checking with the Labor Department, this doesn't create any problems with part-time/full-time designations as the two roles are sufficiently distinct. Options for a substitute custodian are being discussed. Nancy explained that she had found a patron who runs a cleaning business, charging a \$50 - \$75 fee for 2-3 hours of cleaning. The Library is using her now while the children's librarian/regular custodian is on vacation and things are working out. The substitute library assistant hired by the board last year has had her first shift and that also is going well.

Nancy explained that library assistant Kay Steen is moving out of town and that her last day is next week. Her hours will be split by Louise Hazen and Linda Hartman, adding about three hours per week for each of them. Both had a chance to see some of Kay's usual work, including receiving interlibrary loan drop off. She suggested that the Personnel and Policy Committee discuss raising Louise's pay higher - she is paid less than Linda due to their start dates, and raising Louise's pay higher would be budget neutral as Kay was paid more.

Judy explained that the Personnel and Policy Committee is currently working collection development and interlibrary loan policies. The next meeting will be held April 10th at 6:30 PM.

[Carol McCausland and Joan Warren arrived]

5. Circle of Friends: Carol McCausland and Joan Warren

Carol McCausland and Joan Warren from the Circle of Friends came to brief the Trustees on the Circle's benefit auction. Turnout was good - 99 tickets were sold and 11 given out. Attendance was slightly down due to competition from other events in town. James asked about attendance the first time a benefit auction was held three years ago, and Joan explained that there were 142 attendees the first year. Attendance has gone down from the first time an auction was held, to two years ago and then this year. Carol explained that the first event netted \$4864, the second \$4464 and that this year's auction would net \$3500 - \$3700. Judy Pelletieri commented that the events were not just about raising money - they were very good PR for the Library and were successful regardless of total funds raised. James suggested that if this type of event were held again there should be more of a focus on having a speaker who could address the group, tell the Library's story, explain that this is a fundraiser and that the purpose is to support the Library, and encourage guests to bid high and give money, not get deals. Michael agreed that it needs to be explained to people why the Library is a good investment. Joan recommended that in the future the event be extended by half an hour, and that the Circle was leaning toward an auction event every other year. Also, the Circle may need funds in order to order new library tote bags.

[Carol McCausland and Joan Warren left]

6. Librarian's Report: Nancy Ladd

Nancy explained that she has been very busy this month, as the children's librarian is on vacation. She reviewed the profits and expenses of the Circle of Friends auction and special purpose donations. She reviewed circulation

statistics and upcoming events. James asked for two years of data in the librarian's report and Nancy agreed to look into it.

Nancy reported that the work-arounds being used for interlibrary loan are running fairly smoothly at this point. James questioned whether service should still be offered, given the time consuming nature of work-arounds. Nancy explained that this is a high value services for patrons who really want the books they request, and recommended that the services should continue. Mary asked for background on the problem, Nancy gave a synopsis.

Nancy encouraged the Trustees to go to NHLTA conferences and meetings.

[Kathy Carson arrived]

7. Election of Officers and Composition of Committees

The board discussed nominations for officers.

Chairman: Michael Simon was nominated by Kathy Carson, seconded by Rhonda St. James

Assistant Chair: Kathy Carson was nominated by Rhonda St. James, seconded by Judy Pellettieri

Recording Secretary: David Bates was nominated by Michelle Allen, seconded by Rhonda St. James

Corresponding Secretary: Judy Pellettieri was nominated by David Bates, seconded by Kathy Carson

Treasurer: Ralph Parsons was nominated by Kathy Carson, seconded by Rhonda St. James

Assistant Treasurer: Rhonda St. James was nominated by Michael Simon, seconded by Ralph Parsons

Motion to vote on officers as a slate.

Motion: Michelle Allen Second: Rhonda St. James Approved

The slate was elected on a voice vote

Motion to Recommend Mary Pelkey to the Board of Selectmen as a Library Trustee Alternate

Motion: Michael Simon Second: Michelle Allen Approved

Motion that alternate trustees be paid for as members of the Library Trustees Association events.

Motion: Michael Simon Second: Michelle Allen Approved

The board discussed committee assignments.

Committees:

Public Relations and Programming: Anastasia, Mary

Finance: Ralph, Rhonda and Michael

Policy and Personnel: David, Judy, Kathy

Technology: Michelle, David

Building: Michael, Rhonda

8. Old Business

Michael reminded the board that the Library is hosting the regional (western Merrimack County) meeting of the Library Trustees Association this Saturday at 9:30 AM. Anastasia has offered to help with refreshments, Kathy has volunteered to bake, Michael will bring bagels and cream cheese.

9. New Business

There will be an open house for Kay Steen on Tuesday the 27th at 5:30 PM. The Circle will be giving her each of the different kinds of Library postcards.

Meeting adjourned 9:10 PM.

Next meeting to be held on Tuesday, April 17th at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary