

**Pillsbury Free Library Board of Trustees
Tuesday June 19, 2018 Meeting Minutes**

Present: Michael Simon, Judy Pellettieri,, Anastasia Glavas, James Zablocki, Kathy Carson, Ralph Parsons, David Bates, Rhonda St. James; Library Director: Nancy Ladd;
Absent: Michelle Allen, Mary Pelkey

The meeting began at 6:59 PM.

1. Recording Secretary's Report: David Bates

The Board reviewed the minutes of the May 15, 2018 meeting and corrected minor errors.

Motion to approved the minutes of the May meeting as amended.

Motion: Ralph Parsons

Second: Kathy Carson

Approved as amended

2. Corresponding Secretary's Report: Judy Pellettieri

Judy wrote thank you letters to Lynn Perkins for the installation of screens, to Graham Pendlebury for an LCHIP plaque, to George Pillsbury for the donation of 50 copies of *The Pillsbury's of Minnesota* and to Tim Murphy for picking the books up.

3. Treasurer's Report: Ralph Parsons

Ralph reported that some heating expenses have increased, and that there have also been unanticipated repairs needed for the heating system - almost \$2,800 in total. He is not sure yet if there will be a budget surplus this year. There had been some discussion of using the budget surplus for step increases, but he feels it is better to hold off until July, when he'll have a better sense of the developing financial situation.

The Treasurer's report was accepted into the record.

Motion: David Bates

Second: Rhonda St. James

Accepted into record

The Board reviewed the Library's investment policy.

Motion to adopt the financial policy as written.

Motion: Ralph Parsons

Second: Judy Pellettieri

Motion Adopted

4. Budget Committee Report: Ralph Parsons

Ralph reviewed the changes to the monthly budget vs. actual YTD financial reports, which have been altered so that they include figures for the current and previous year.

5. Long Range Financial Planning Committee (LRFPC): Ralph Parsons

The LRFPC has been discussing the creation of an endowment for the Library, and is currently focusing on using a survey to find out what financial planning program topics might appeal to the public. They are also discussing the use of a matrix mapping model from NH Center for Nonprofits to aid long range planning.

6. Building and Grounds Committee: Michael Simon

Michael updated the Board on the Americans with Disabilities Act compliance self-evaluation, and the recommendation made to the Personnel and Policy Committee that the Library adopt a non-discrimination policy. The Board discussed the Library’s handicap accessibility, and Nancy pointed out that the slope of the walkway leading up to the lower level entrance, and the dip at the curb, was very steep for wheelchairs, limiting accessibility.

Nancy discussed the progress on applying for a Moose Plate grant to fund repair of the stained glass windows.

Michael explained the buildings and grounds issues which will need to be considered by the Budget Committee: a sagging gutter near the lower level entrance, a poorly performing drain spout, cleaning and caulking of the skylight, the need for an energy audit, installation of an AED, ground drains around the new building, new rugs for the meeting room and consideration of tie rods on the shelf units to lessen the risk of injury/damage during earthquakes.

Three bids were made for repairs of the stained glass windows. The Cline proposal was selected after discussion.

Motion that Board accept Cline proposal and initiate work pending funding.

Motion: Michael Simon Second: James Zablocki Motion Approved

Michael explained that the LCHIP monitoring visit has been scheduled for July 5th.

7. Personnel and Policy Committee: Kathy Carson

Kathy reviewed the proposed Inter-Library Loan Policy with the board.

Motion to adopt the Inter-Library Loan Policy as presented.

Motion: David Bates Second: Judy Pellettieri Motion Adopted

Kathy reviewed the proposed Collections Policy with the board. The Request for Reconsideration policy is still under development.

Motion to adopt the Collections Policy as presented.

Motion: Rhonda St. James Second: Judy Pellettieri Motion Adopted

Kathy presented the proposed Non-Discrimination amendments to the Personnel Policy and General Library Objectives Policy. Adoptions of the proposals will be voted on at July meeting if the Board is so inclined.

8. Library Director’s Report: Nancy Ladd

Nancy reviewed recently held and upcoming children’s events. Development and fundraising for a rail trail story walk by an eagle scout is ongoing. Children’s librarian Sue Matott received a certificate of appreciation from the New London Rotary Club for her participation in a literacy committee.

After a request at the June meeting that Nancy determine how often the library is physically visited, Nancy determined that the library receives roughly 200 visits per week. Reviewing the decline in circulation numbers as compared with last year, Nancy plans to check and see if an update to KOHA system changed how those numbers are captured.

Dan Watts has suggested that the Library acquire new network equipment for easier administration and more sophisticated record keeping.

9. New Business: Michael Simon

Michael explained that he has been trying to attend Selectboard discussions of the recent Town wage and compensation study. The Town Administrator has suggested a new schedule with a reduced number of grades and room for merit increases. Michael is waiting to see how the Selectboard deals with adjusting the pay of Town positions which the study indicates are relatively undercompensated in order to determine the best way of raising the Library Director's compensation.

Capital improvement requests will be due by July 16th, and there was discussion of replacing the heating system with a mini split air exchanger.

The meeting adjourned at 8:36 PM.

The next meeting will be held on Tuesday, July 17th at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary