

**Pillsbury Free Library Board of Trustees
Tuesday July 17, 2018 Meeting Minutes**

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

Meeting began at 7:00 PM.

1. Recording Secretary's Report: David Bates

The Board reviewed the minutes of the June 19th meeting and corrected minor errors.

Minutes from the last meeting were approved as amended.

Motion: James Zablocki Second: Ralph Parsons

Approved as amended

2. Treasurer's Report: Ralph Parsons

The library received second installment of funding from the Town, totally \$90,061.12. \$75,000 was transferred to the NHPDIP account.

From March to the end of June the NHPDIP account has earned \$221.86 in interest, a substantial increase from the less than \$5 in interest earned the previous year before the NHPDIP account was opened.

Treasurer's report was accepted into the minutes.

Motion: David Bates

Second: Rhonda St. James

Accepted into record

3. Budget Committee Report: Ralph Parsons

The budget committee presented three reconfigured reports to the Board: Previous/Last Year Comparison, Budget v. Actual YTD, Profit and Loss Monthly YTD.

Ralph proposed adding a salary increase for the Library Director of \$500 annually, to be applied retroactive to the beginning of the current budget year. He explained that the goal was to increase the Director's salary in response to the recent wage study which showed the Library Director to be underpaid relative to comparable positions in other towns and comparable positions in Warner. He would have liked to suggest a larger increase this year, as there was savings from the Town covering the Library's liability insurance, conservative budgeting, higher than anticipated fundraising and \$6000 in the Lloyd and Annie Cogswell fund which had been budgeted and not spent. Unfortunately there were also higher than expected buildings and grounds expenses. The Budget Committee will be doing more research on Library Director salaries in other towns, but his ballpark guess is that the salary should be raised to roughly \$60,000 per year, a little more than \$10,000 than the current compensation.

Judy Pellettieri expressed some concern that proceeding piecemeal in dribs and drabs wouldn't be effective. Michael Simon explained that this salary increase would be included in the baseline as next year's budget is developed.

Ralph suggested that the best way to go forward would be in step increases, and that he hoped to develop a proposal to close the gap through 5% increases every year for the next four or five years.

Motion to raise the annual salary of the library director by \$500, applied retroactively to the beginning of the current budget year.

Motion: Michael Simon Second: Ralph Parsons

The Board discussed the budget in some detail.

Amended motion to raise the annual salary of the library director by \$1000, applied retroactively to the beginning of the current budget year.

Motion: Michael Simon Second: Ralph Parsons Approved

The next Budget Committee Meeting will be held on August 9th at 6:00 PM.

Mary Pelkey arrived at 7:28.

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

Ralph explained that the LRFPC had been working on the idea of developing an endowment. The Sunapee Library had worked effectively with a consultant on fundraising, and Michael plans to inquire with them about their experience. The Committee is also considering getting advice from the NH Center for Nonprofits. James Zablocki mentioned that he had worked with a consultant on fundraising for the ASPCA and could recommend someone. Nancy Ladd suggested also talking to the Charitable Trust Division at the Department of Justice, and that the Municipal Association is doing a training this fall.

Rhonda St. James has arranged a radio interview for Children's Librarian Sue Mattot about the Library's summer reading program in order to promote the Library's services to the community.

The next Long Range Financial Planning Committee meeting will be held on August 7th at 6:30 PM.

5. Building and Grounds Committee: Michael Simon

Michael Simon informed the Board that the application had been submitted for a Moose Plate Grant to repair the stained glass windows.

He proposed to the board that replacing the heating system should be included in the annual capital improvement request to the Town, as it has reached an age where it will need to be repaired more, and it has already required expensive repairs this year.

Motion to include carpet replacement and heating system replacement in the annual capital improvement request.

Motion: Michael Simon Second: James Zablocki Approved

The next Building and Grounds Committee Meeting will be held on July 19th at 6:00 PM.

6. Personnel and Policy Committee: Kathy Carson

Kathy Carson presented the proposed Non-Discrimination amendments to the Personnel Policy and General Library Objectives Policy which the Board first reviewed at the June meeting.

Motion to adopt the proposed on-Discrimination amendments to the Personnel Policy and General Library Objectives Policy.

Motion: James Zablocki Second: Rhonda St. James

Approved

The next Personnel and Policy Committee Meeting will be held on July 24th at 6:30 PM.

7. Library Director's Report: Nancy Ladd

Nancy Ladd explained that circulation numbers are down from last year. It's potentially due to a change in how software aggregates numbers rather than an actual decline. Other libraries reporting small decreases.

25 digital magazines have been added as downloadable resource, at a cost of about \$80 per year.

The State Interlibrary Loan system will hopefully be repaired by next year. A Request for Proposals is closing tomorrow, and demonstrations by vendors will be held in August.

Sara McNeil has organized the 1984-2018 trustee meeting minutes and reports in binders and made lists of special sale books.

Nancy has requested a trial Verizon internet card to test its reception in Warner for possible circulation. The cards create wifi hotspots and can be checked out. They are being experimented with at other rural libraries.

The large A/C unit has been repaired at a cost of \$952.

The summer children's programs are going well.

The Indian Museum had the idea to put together a children's backpack with activity items and information for their Medicine Trail walk. Nancy has acquired one that can be checked out. There was some discussion of developing similar activity backpacks that could be lent out to children.

8. New Business: Michael Simon

Michael Simon informed the Board that he is going to attend the next Selectmen's work session on the compensation study.

The meeting adjourned 8:29 PM.

The next meeting will be held on Tuesday, August 21 at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary