

**Pillsbury Free Library Board of Trustees  
Tuesday September 18, 2018 Meeting Minutes**

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

Meeting began at 7:05 PM.

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

The minutes of the August meeting were reviewed and corrected.

In the Treasurer's Report (section three) "with a slight shortfall due to 35% increase in heating fuel prices" was corrected to "with a potential shortfall due a 32% increase in heating fuel prices."

In the Building Committee Report (section six) "Sue Tucker of Library Interiors of Manchester" was corrected to "Sue Matott met with a salesman from Tucker Library Interiors of Manchester."

The Board reviewed guidance from the Municipal Association on the preparation, distribution and adoption of draft meeting minutes.

**Minutes from the August meeting were approved as amended**

**Motion: Ralph Parsons Second: Judy Pellettieri**

**Approved as amended**

**2. Corresponding Secretary's Report: Judy Pellettieri**

Judy will write a thank you letter to Linda Loop for a rug donated to the Frank Maria Room.

Judy related that she spoke with Ann McGrevey, a trustee at the Marblehead Public Library regarding publicity. They have used a company called Hestia which will create a watercolor style picture from a photograph of building, and produce miniatures, sculptures, cards and mementos. Their public has really liked the items and has been picking them up for christmas shopping. They've produced a story card - a 75 word summary history of the building along with a picture. People been very receptive to that. We have a beautiful building which lends itself to artwork.

**3. Treasurer's Report: Ralph Parsons**

Ralph reviewed the treasurer's report with the Board. He thinks we may be able to fund the wi-fi update from this year's budget, but he won't be sure until we know more about heating oil price and usage. Either there will be funds for it in December, or it will need to be done next year. Still waiting for Jason Labbe to give the Library an estimate on painting - we may do a little bit of the painting of railings and pipes.

The Library's allotment from the Town is going to increase by \$1124.07 annually.

**Motion to accept the Treasurer's report**

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

**Approved**

#### **4. Budget Committee Report: Ralph Parsons**

Ralph explained that the Budget Committee recommended adding the installation of tie downs for bookshelves to Fall Foliage Festival requests, noting that it would cost \$500-\$600. The last time the Library requested anything was three years ago.

#### **Motion to add \$500-\$600 for earthquake shelf stabilizers to the Fall Foliage Festival request.**

**Motion: Ralph Parsons**

**Second: Judy Pellettieri**

**Approved**

Ralph told the Board that the last time the Library applied for funds from the Sibley Wilkins Trust Fund was in 2010, and that could be a source of funding for shelving in the Children's Room, as well as any Fall Foliage Festival requests which were not approved.

Ralph explained that the bookkeeping line item in the Library's budget is going over - 80% of the budgeted amount has been spent allotment spent 2/3rds of the way through the year Also, the bookkeeper's rate will be going up from \$30 per hour to \$35 per hour in January. At the Budget Committee there was discussion of ways to minimize tasks done by the bookkeeper in order to make the best use of her time without going over budget.

The Board discussed changing the name of the Budget Committee to the Finance Committee, which was proposed at the August meeting.

#### **Motion to change name of Budget Committee to the Finance Committee.**

**Motion: Ralph Parsons**

**Second: David Bates**

**Approved**

The next Finance Committee meeting will be held on October 11th at 6:30 PM.

#### **5. Long Range Financial Planning Committee: Ralph Parsons**

Ralph told the Board that an estimate had been received from the energy auditor at DDMI for a three phase process. While expensive, their analysis includes which methods and brand names should be used so that the Library can get quotes. Nancy suggest that it would be possible to ask for money to be set aside in CIP each year so that work could be done incrementally. Once planning is done, any elements that need to be upgraded or replaced could be dealt with as they break.

Ralph informed the Board of the results of a survey on desired programming - dealing with cyber security threats was the highest vote getter. The program committee will discuss it.

Ralph met with Glen Kerkian, a retired fundraiser consultant for higher education institutions. After discussion, he's concerned that the initially discussed goal of creating a library endowment isn't feasible, as it would involve raising \$500,000 to \$1,000,000 from our community. The Committee is phasing out the endowment idea, and giving more consideration to trying to establish an annual fund. Nancy suggested that having an annual fundraiser could be helpful in identifying potential endowment donors.

Ralph informed the Board that the Selectboard would be recommending that all town positions be salaried at the 50th percentile, as determined by the recent workforce study, so they could be well disposed toward idea of raising Library Director's salary. He, Rhonda and Michael will be meeting with the Selectboard next week and are having conversations with Jim Bigham about picking up other expenses

The next Long Range Financial Planning Committee meeting will be held on October 2nd at 7:00 PM.

#### **6. Building and Grounds: Rhonda St. James**

Rhonda explained that the Library is getting estimates from Tucker Library Interiors for additional shelving, computers and installing tie downs. There is also call in to Ted Blachley to get quotes on shelving work and to check in on his availability in October.

Alex Watson received funding to construct the rail trail story walk from Depot street to the Dalton covered bridge. Construction has begun. Because it is partially constructed on town land they need approval. He has spoken with Tim Allen from the Department of Public Works, consulted the Library and with Katharine Nevins at the bookstore. He still needs to contact dig safe.

**Motion to approve two posts on library land for the construction of the story walk, contingent on no objection be raised by the Selectboard.**

**Motion: Rhonda St. James**

**Second: Ralph Parsons**

**Approved**

The next Building Committee Meeting will be on Thursday October 11th at 5:45 PM.

#### **7. Personnel and Policy Committee: Kathy Carson**

Kathy explained that the Committee is working on drafting new reconsideration and Frank Maria room policies and will present them at the next meeting.

Kathy presented revised staff and Library Director evaluation forms for the Board's review.

**Motion to approve the revised evaluation forms.**

**Motion: David Bates**

**Second: Judy Pellettieri**

**Approved**

Kathy handed out the forms for trustee evaluations of the Library Director, to be filled out and returned by October 4th. The responses will be tabulated and discussed at the next Personnel and Policy Committee meeting.

The next Personnel and Policy Committee meeting will be held on October 9th at 6:30 PM.

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

Nancy reviewed the Director's report with the board. August circulation increased and online book lending is also increasing. The State Park passes are popular.

There was a problem with one of computers. After an operating system update it became stuck in a restart cycle. Hank Plaisted came and did work to reinstall Windows, which fixed it.

Nancy has started a Library instagram account, which has 34 followers.

The first book of local author Matt Esenwine, Flashlight Night, is going to be the first book on the new story walk, which will be opening on Friday the 5th of October..

Sue Mattot has started meeting with the New London Rotary literacy group, in which school and public librarians help Rotarians pick books to buy for 1-3 graders.

Selectboard is favoring using the capital reserve fund for record preservation to buy a new microfilm reader at the Library. Hoping to make decision by end of year.

Meeting adjourned at 8:25 PM.

Next meeting to be held on Tuesday, October 16th at 7:00 PM.

Respectfully Submitted,

David Bates,  
Recording Secretary