

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

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

Meeting began at 7:07 PM.

Nancy Ladd brought hot cider, ginger snaps, fruit and candied nuts. Judy Pellettieri brought sugar cookies. Everything was delicious.

1. Recording Secretary's Report: David Bates

The Board reviewed the draft minutes of the November 20, 2018 meeting. The minutes were amended for minor typos and syntax errors. In the Buildings and Grounds report the sentence "The Depot St. side gutter needs a downspout" was amended to "The Depot St. side gutter needs some modifications." The reference to Magdalen College in the Library Director's report was amended to Northeast Catholic College. In the same section the sentence "A disagreement between vendors and the Attorney General's Office" was amended to "Negotiation between vendors and the Attorney General's Office."

Minutes from the last meeting were approved as amended.

Motion: Kathy Carson Second: Judy Pellettieri

Approved as amended

2. Corresponding Secretary's Report: Judy Pellettieri

Judy had no correspondence to report.

3. Treasurer's Report / Finance Committee Report: Ralph Parsons

Ralph reviewed the Treasurer's Report with the Board. The Library will finish the year on budget, with roughly \$1,400 in surplus funds.

The 2019 budget was reviewed. There is a \$12,630 projected shortfall between expenses and income. This gap may in practice be lower, because conservative estimates were used for anticipated fundraising revenue. Collections and other spending for 2019 will be drawn from those trust funds which authorize such use.

The Treasurer's report was accepted into the minutes.

Motion: Ralph Parsons Second: Rhonda St. James

Accepted into the minutes

At the request of the Board Nancy Ladd left so that the issue of the Director's compensation could be discussed.

Michael suggested using surplus funds for the year to increase the director's salary, to continue momentum toward the Board's goal of adjusting the Director's salary upwards by \$10,000, bringing it into line with compensation in other similar NH libraries.

David suggested that the use of trust fund money for the purposes of collection expenses in the 2019 budget signalled that the Library had reached a point where it was becoming less workable to operate within the revenue from the Town earmarked for the Library in its charter.

Michael pointed out that funding from the Town might increase due to a revaluation. The Board discussed the issues which had been considered by the Long Range Financial Planning Committee during the course of 2017-2018 - the long term rise in health insurance and energy costs undermining the Library's fiscal position. It was agreed that a revaluation might or might not help in the short term, as its outcome was uncertain. Energy audits and remedial energy saving modifications could likewise help, but not totally ameliorate a long term trend of increases in energy costs.

David pointed out that the study of the Long Range Financial Planning Committee had led to a strategy of increased fundraising with the goal of creating an annual fund in order to address the gap opening between expenses and revenue. However, this strategy would take 5 to 10 years to mature. The issue of the Director's compensation needed to be addressed within a shorter time span, both because a competitive compensation package would be necessary to draw qualified applicants when Nancy retires, and because Nancy deserves to be paid equitably as she finishes a career of excellent and devoted service to the Library and the community over the next 5 to 10 years.

The Board discussed where the Town was in its budget process. It is perhaps late in the process but not too late to request a warrant article. The Selectboard intended to propose increased salaries for a number of Town positions as a result of its wage study.

Motion to request that the Selectboard place an article on the warrant for the 2019 town meeting to raise \$9000 in order to increase the library directors salary. If the Selectboard declines, the Board of Trustees will consider a petition warrant article for that purpose.

Motion: David Bates Second: Kathy Carson Approved

Nancy Ladd returned to the meeting.

Michael informed that Board that the Fall Foliage Festival meeting for the consideration of grant requests will be on January 7th, 2019.

4. Building and Grounds Committee Report: Michael Simon

Michael informed the Board that references and recommendations for HVAC contractors are being explored.

The Board discussed the lack of clarity at the upstairs and downstairs door directing patrons to the different sections of the Library, and signage on the Frank Maria room door.

5. Programs and Publicity: Judy Pellettieri

Judy explained upcoming programs to the Board, including:

- A January 26th 4:00 gathering for staff, circle and trustees to get to know each other.
- A Blind Date with a Book event from February 1 - 14.
- A Murder Mystery event sponsored by the Circle of Friends on March 2nd 7-9.
- A Movie night for a screening of Food Fight, about the Market Basket boycott in 2014.

6. Library Director's Report: Nancy Ladd

Nancy reviewed circulation numbers; children's circulation is up slightly, adult book circulation is down slightly, e-audio and e-book circulation and e-magazine are up slightly. Almost 900 card holders checked out materials from the Library in 2018.

7. New Business

David suggested that the Library Board begin thinking about projects which would require volunteer work, as NH's Medicaid work requirement will be implemented over the coming year, and some residents may need ways to meet their community engagement requirement.

Meeting adjourned 8:52 PM.

Next meeting to be held on Tuesday, January 15th at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary