

## Pillsbury Free Library Board of Trustees Meeting --- Minutes DRAFT

Tuesday, February 19, 2013

**Present:** Jeanne Hand, Tina Schirmer, Linda Hedrick, Michelle Allen, Carol McCausland, Joan Warren, David Pook (7:45), Director Nancy Ladd, Guest: Richard Stanley (Fire Department)

**Absent:** Lynn Perkins, Richard Knapik

Meeting opened at 7:105pm

- 1. Chairperson's Remarks:** Richard Stanley was introduced. The Board moved directly to the Child Safety Policy draft to discuss supervision needs and expectations related to ages of children. Of greatest concern is allowing 5 year olds to participate in registered programs without a caregiver immediately present, while expecting a caregiver to be present if a 5-year old is not attending a program. The Board acted as a committee of the whole and reworded the policy to more accurately reflect intent. Our guest, Richard Stanley, representing the fire department, stated that in case of fire a sure accountability of all people in the building or evacuated from the building is critical. He briefly discussed procedures for the above with Nancy and the Board. Nancy reported that a list of all children in a registered program is kept with the children's librarian. She is able to be accountable for children in her care in case of an emergency. After being thanked for his attendance our guest left for another meeting. The Board continued to discuss the wording of the Child Safety policy. With contributions from several, and Nancy's helpful immediate projection of changes, consensus was reached and the **Child Safety Policy was accepted.**
- 2. Minutes:** Minutes from the January Board meeting (Trustee monthly packet) were accepted.  
**Motion: Carol, Second: David, Minutes accepted**
- 3. Treasurer's Report:** Tina reviewed the report included in the Board Meeting papers, noting that supplies cost reflects replenishing and will not be an intermittent, not a monthly expense. Tina and Nancy compiled the Library Annual report to the Town, for the Town Report, and gave Board members copies. We thanked them for the hours of detailed work that is required for this accurate, succinct report. Nancy projected a copy of the annual Warrant article that we are obligated to present annually at Town Meeting, approving expenditure of already-dedicated library funds. David questioned the wording and, while several agreed that it was a bit misleading, it was explained that we must use the exact wording given to us. Tina also gave Trustees a copy of the Investment Policy, unchanged from last year, that must be sent to the Charitable Trust Unit for NH. The Board postponed acceptance of this policy until the March Trustees meeting. **The Treasure's report was accepted**
- 4. Library Director's Report:** The most significant news is that PFL is among the first six nhaisLOCAL libraries chosen by KOHA (integrated circ/cat system) to implement the program this spring/summer. This is a big step. The director and the Board have been working toward this for several years. It is both gratifying and a bit overwhelming to embark. Nancy and the staff continue to work at updating records. Nancy will keep the Board closely informed. **The Board**

**reviewed and approved signing of the Memorandum of Understanding with The Park Street Foundation** (NH State Library agent for ByWater Solutions).

Nancy attended several meetings in the Warner community. The Library is co-sponsoring a movie series on climate change. National Library Week is in April and the theme this year is “Communities Matter @ Your Library”. More information will be given at the March meeting. Nancy gave the Board more details on the visitor who fell in library hall. She said the staff handled the situation appropriately and well. The party involved called the library to thank everyone for the attentive care and first aid. Although no insurance claim was made for this incident, David asked about accident report forms. Nancy has asked the town for their form but it has not yet been given. She has written and filed a report in the library.

**5. Building and Grounds Committee Report (Lynn Perkins):** No report. Noted from last month, application of the water repellent to the chimney structure must wait until spring weather.

**6. Technology Committee Report (Linda Hedrick):**

Linda reviewed the report included in the Trustee information packet. Nancy still is researching choices for a tablet for staff use. She reinforced the pleasure and satisfaction of being among the first libraries to install KOHA. Jeanne used this opportunity to thank Linda for the four years she has served on the Library Board. Linda has served on several committees and the Board has especially valued her expertise on the Technology Committee. She was presented with a library logo book bag and a proclamation.

**7. Policies Committee Report (Joan Warren):**

A full committee could not find a compatible meeting date, so Joan and Nancy met twice to start working through the 40 page Town of Warner Personnel policy in preparation to create a complete Library Personnel policy. The current library Personnel Policy is limited. Parts have been updated and some issues have not been addressed at all. The time has come for the Board to develop a complete policy. Using the Warner Town Personnel policy which just came out, is a good place to begin.

**8. Personnel Committee Report (Joan Warren):**

Joan and Nancy reviewed the job description of Director, updated two years ago, and determined that it seems up to date. Addressing a concern raised last year, the annual Director Evaluation questions need to be better aligned with the job description. The Committee hopes to accomplish realignment by fall.

**9. Correspondence Committee Report (Tina Schirmer):**

Tina sent a thank you note to the Kearsarge Beekeepers Association for their donation, which will likely be used for the library kitchen area improvements. She also asked if the Beekeepers would like to put up an exhibit in the library.

**10. Old Business:**

Jeanne prepared thank you gifts and proclamations for two former Board members who resigned in November and December: Nan Cogswell and Sherry Thomas. Nancy will deliver them.

**11. New Business:**

There was brief discussion about orientation for new members joining the Board in March. In the past the Board has asked new members to come early to their first Board meeting to receive information and provide a forum for asking questions. No decision was made regarding this year's new members.

Jeanne Hand, Tina Schirmer and Nancy Ladd will be at Town Meeting to represent the library and the Library Trustee board. A few other Board members expect to be there also.

**12. Next meeting** will take place on March 19, 2013.

**13. Meeting adjourned** at 9:10 pm, at the motion of Tina, seconded by Linda.

Respectfully submitted by Joan Warren