

**Pillsbury Free Library Board of Trustees
Tuesday November 20, 2018 Meeting Minutes**

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

Meeting began at 7:00 PM.

1. Recording Secretary's Report: David Bates

The October 16, 2018 minutes were amended to reflect that Rhonda St. James was present, and that Kathy Carson made the motion to accept the September 18th minutes as amended.

Minutes from the last meeting were approved as amended.

Motion: James Zablocki Second: Ralph Parsons Approved as amended

2. Corresponding Secretary's Report: Judy Pellettieri

Judy e-mailed Jeanne Shaheen and Maggie Hassan, thanking them for support of the Museum and Library Services Act on behalf of the Board.

She also wrote a thank you to Jack Noon who donated a copy of his his new book *The Tornado of 1821* to the Library.

3. Treasurer/Finance Committee Reports: Ralph Parsons

Ralph reviewed the treasurer's report with the trustees.

The Treasurer's report was accepted into the minutes.

Motion: David Bates Second: Rhonda St. James Accepted into the Minutes

The Finance Committee is drafting the budget for next year. Ralph reviewed the draft budget for 2019 with the Board. It will be presented to the Town Budget Committee next Thursday.

4. Building Committee Report: Michael Simon

The Building Committee is considering capital reserve fund projects. Two contractors made proposals for energy audit related services, and references are being checked.

Work has begun on the LCHIP report.

The Depot St. side gutter needs some modifications.

5. Programming Committee: Judy Pellettieri

Judy reviewed the joint plans of the Circle of Friends and the Programming Committee for events and fundraising over the next six months.

On Saturday, January 26, 2019 at 4 PM there will be a joint party for members of the Circle of Friends, the Trustees and the Staff to get to know each other better.

6. Personnel and Policy Committee Report: Kathy Carson

Kathy reviewed new policies which were presented to the Board at the October 16th meeting:

- Revisions to the Frank Maria Room Policy and associated forms
- A new proposed Reconsideration of Materials Policy and associated forms

Motion to amend the proposed Reconsideration Policy by changing the time period within which the Library Director will consider and respond to a reconsideration form, from 15 business days, to 30 calendar days, and the time period within which an individual may submit a written appeal to the Board, from 10 business days, to 14 calendar days.

Motion: Kathy Carson Second David Bates Approved

Motion to Approve the Reconsideration of Materials Policy as Amended, and associated forms.

Motion: Michael Simon Second: David Bates Approved as Amended

Motion to Approve the Revised Frank Maria Room Policy and associated forms

Motion: Kathy Carson Second: Michael Simon Approved

Kathy reviewed the 2018-19 goals for Library Director formulated by the Committee. After discussion it was determined that a copy of the goals for the year would be distributed along with the 2019 evaluation forms.

7. Library Director's Report: Nancy Ladd

Nancy attended a Chamber of Commerce event at Northeast Catholic College and staffed a table for the library, distributing information about its services and programs. She also did a similar table at the Town Hall on election day and connected with many people.

Negotiation between vendors and the Attorney General's Office over contract provisions is slowing down the procurement of a replacement State interlibrary loan system. It's taking a lot of staff time to work around the lack of a system with phone calls and e-mails.

Meeting adjourned 8:37 PM.

Next meeting to be held on Tuesday, December 18th at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary