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Pillsbury Free Library Board of Trustees Tuesday July 16, 2019 Meeting Minutes DRAFT

Present: Michael Simon, Judy Pellettieri, James Zablocki, Ralph Parsons, David Bates, Rhonda St. James, Sherry Colfer, Teresa Hathaway; Library Director: Nancy Ladd;
Absent: Mary Pelkey (alternate)

Meeting began at 7:04 PM.

1. Recording Secretary's Report: David Bates

The Board reviewed the minutes of the June 18, 2019 meeting. The minutes were amended to clarify that an Eversource rate increase will impact electric rates in the second half of 2019.

Minutes from the last meeting were approved as amended

Motion: Jim Zablocki Second: Judy Pellettieri

Approved as amended

2. Corresponding Secretary's Report: Terry Hathaway

The Library received a reimbursement of \$1679.00 from the Fall Foliage Festival Fund for the AED and the elevator phone, and Terry sent a thank you note. She is waiting for one more reimbursement for shelving before sending a thank you note for that. She wrote a thank you note to Emily Assunta White and Jose Alfredo Perez of Hopkinton, who donated \$50 as a thank you for the guest membership extended to Hopkinton residents after the Hopkinton town library was damaged last year.

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

Ralph reported that the Library had raised roughly \$6,200 so far for the annual fund from this year's appeal. The Library is halfway through its budget year, and is operating within budget.

The Board reviewed the Library's Financial Policy.

Motion to approve the Library Financial Policy.

Motion: Terry Hathaway

Second: Rhonda St. James

Approved

The Finance committee considered artist Susan Beeres' offer of creating a crowdfunded ceramic mural, but regretfully declined, as the Library fundraising efforts currently underway would make it impractical to organize and mobilize donations around an additional project at the present time.

The Board discussed the need to calculate the Library's portion of the Town's aggregate electricity usage, related to income generated by the Town's solar panel array, as a step to determine if the Library can recoup its share of the revenue.

The Town audit begins next week.

Nancy explained that she has been having difficulty with staffing. The absence of the State's the interlibrary loan system has increased the staff time spent on that service. After Kay Steen left shifts didn't overlap, making it

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difficult for staff to manage details. The Finance committee recommended adding 1.25 hours of staff time per week so shifts overlap and work can be better managed, noting that there was room in the budget for the increase.

Motion to authorize 1.25 hours of additional staff time per week.

Motion: Judy Pellettieri Second: Sherry Colfer Approved

The Treasurer's report was accepted into the minutes.

Motion: Jim Zablocki Second: Rhonda St. James Accepted into record

4. Building and Grounds Committee Report: Michael Simon

Michael told the Board that the exterior doors would be painted next week. The library received a quote of \$4625 for the new shelving from Tucker Library Interiors. The Fall Foliage Festival approved \$838 toward that purpose.

Motion to accept the full amount of the Fall Foliage Festival contribution.

Motion: David Bates Second: Rhonda St. James Approved

Motion to approve \$4625 for shelving, \$838 from the Fall Foliage Festival, \$700 from the Mary Martin Fund, and the balance from the donations account.

Motion: Michael Simon Second: Ralph Parsons Approved

Michael informed the board that the quotes received for the refinishing of the window sills were higher than expected.

The Board discussed new carpeting for the Frank Maria room.

5. Personnel and Policy Committee: David Bates

The Board reviewed revisions to the Who May Use the Library Policy for a second time.

Motion to approve the revised Who May Use the Library Policy.

Motion: David Bates Second: Ralph Parsons Approved

The Board reviewed revisions to the Library's Family and Medical Leave Policy for a second time.

Motion to approve the revised Family and Medical Leave Policy.

Motion: David Bates Second: Judy Pellettieri Approved

David walked the Board through revisions to other sections of the Library's leave policy proposed by the Personnel and Policy Committee. The revisions will be voted on at the August meeting.

6. Programs and Publicity Committee Report: Sherry Colfer

Sherry informed the Board of the planning for events related to women's and civil rights events - The Historical Society will be collaborating with the Library. The Frederick Douglass speech event on July 3rd went very well.

Terry Hathaway explained the Library summer reading challenge to the Board.

6. Library Director's Report: Nancy Ladd

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Nancy informed the Board that there would be an orientation /training at the Town Hall on July 31st at 8:30 AM on how to use AED's.

Tim Hayes is trying to consolidate safety inspection contracts for all Town buildings, including the Library- there is some need for clarification with the Selectmen how the funding will work if the Library is included.

At an inspection of the plumbing on the fire sprinkler backflow valve on water sprinkler one valve failed. Nancy will be getting a quote on fixing it.

Circulation is up over last year.

The meeting adjourned at 8:59 PM.

The next meeting will be held on August 20th at 7 PM.

Respectfully Submitted,

David Bates,
Recording Secretary