

**Pillsbury Free Library Board of Trustees  
Tuesday March 19, 2019 Meeting Minutes**

Present: Michael Simon, James Zablocki, Ralph Parsons, David Bates, Rhonda St. James, Teresa Hathaway, Judy Pellettieri, Mary Pelkey; Library Director: Nancy Ladd;  
Absent: Emma O'Connell-Fauteaux

Meeting began at 7:08 PM.

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

The committee reviewed the minutes of the February 19th meeting.

- The spelling of names was corrected.
- The date of the Food Fight Screening was corrected - it will be held on March 30th, with a snow date of March 31st.
- The date of the March Board meeting was corrected to March 19th.

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

**Motion: James Zablocki                      Second: Ralph Parsons    Approved as amended**

**2. New Members Election of Officers**

There is a vacancy on the Board following town elections last week. Michael is in the process of contacting residents who received write-in votes to inquire if they are interested in serving on the Board.

**Motion to direct the Corresponding Secretary to send thank you letters to former trustees who were departing the Board - Kathy Carson and Michelle Allen.**

**Motion: Michael Simon                      Second: Rhonda St. James                      Approved**

The Board discussed nominations for officers.

Chairman: **Michael Simon** was nominated to serve as Chairman by David Bates, the nomination was seconded by Ralph Parsons.

Assistant Chair: **Judy Pellettieri** was nominated to serve as Assistant Chair by Michael Simon, the nomination was seconded by James Zablocki.

Recording Secretary: **David Bates** was nominated to serve as Recording Secretary by Teresa Hathaway, the nomination was seconded by Ralph Parsons.

Corresponding Secretary: **Teresa Hathaway** was nominated to serve as Corresponding Secretary by David Bates, the nomination was seconded by James Zablocki.

Treasurer: **Ralph Parsons** was nominated to serve as Treasurer by Michael Simon, the nomination was seconded by James Zablocki.

Assistant Treasurer: **Rhonda St. James** was nominated to serve as Assistant Treasurer by Michael Simon, the nomination was seconded by Ralph Parsons.

**Motion to vote on officers as a slate.**

**Motion: Michael Simon                      Second: James Zablocki                      Approved**

**The slate was elected on a voice vote**

**Motion to Recommend Mary Pelky to the Board of Selectmen as a Library Trustee Alternate**

**Motion: David Bates**

**Second: Ralph Parsons**

**Approved**

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

Judy sent a thank you note to Penny Courser for the donation of two pints of maple syrup for raffle baskets.

The husband of long time library volunteer Marcia Moyer was passed away.

**Motion to direct the Corresponding Secretary to send a note of sympathy to Marcia Moyer for the loss of her husband, and to expend up to \$50 for an accompanying floral arrangement.**

**Motion: Michael Simon**

**Second: James Zablocki**

**Approved**

Sympathy note and flowers to Marcia Moyer for the death of husband \$50

**4. Treasurer's Report / Finance Committee Report: Ralph Parsons**

Ralph explained that he had contacted NHPDIP (Public Deposit Investment Pool) about making automatic monthly transfers into another account for operating funds. NHPDIP does not allow automatic withdrawals for that purpose, so Ralph will move money at the beginning of every month.

Rhonda spoke with David Kerrick regarding the trust funds administered by the Trustees of the Trust Funds. On trust funds with multiple beneficiaries firms are allowed to charge administrative fees, which accounts for the higher than expected fees noted on those funds.

Ralph discussed the first annual fundraising letter and presented a first draft to the Board. The letter will go to roughly 1,500 residential and business addresses in Warner. Ralph suggested that if we create tote bags with a library logo, they could be given to donors. The goal is to mail the letters out by May 1st.

Ralph reviewed the monthly financial reports with the Board.

Michael informed the Board that the \$10,000 capital reserve fund warrant article for the eventual replacement of the carpet was approved at the town meeting last week.

**Treasurer's report was accepted into the minutes.**

**Motion: David Bates**

**Second: James Zablocki**

**Accepted into record**

**5. Building and Grounds Committee Report: Michael Simon**

Michael explained to the Board that the Building and Grounds Committee is in the process of evaluating proposals from DDMI and WVA for the modification and/or replacement of the HVAC system.

James Zablocki presented options for replacement carpeting in the Frank Maria room.

Judy Pellettieri arrived at 8:20 PM and accepted her election as Assistant Chair

James Zablocki discussed options for tote bags.

## **6. Personnel and Policy Committee: David Bates**

The Board reviewed the pet policy proposed at the February meeting:

“Pets are not allowed inside the library building unless they are part of a library program. ADA service animals, defined as dogs that are individually trained to do work or perform tasks for people with disabilities, are always welcome. Individuals with services animals must maintain control of the animal at all times.”

The Committee will be presenting an amended Personnel Manual at the April meeting.

### **Motion to adopted the pet policy as proposed.**

**Motion: Michael Simon**

**Second: Ralph Parsons**

**Approved**

## **7. Public Relations and Programming: Judy Pellettieri**

Judy explained to the Board that the murder mystery event was canceled because there were not enough actors. Preparations for the screening of Food Fight on March 30th are going well.

Financial Information Sessions will led by Ginger Marsh from Sugar River Savings Bank on April 1th at the CAP building and on April 9th at the Library.

On April 27th there will be readings by three local poets in honor of National Poetry Month. The story walk book has been changed to In the Wild, a book of poems by local author David Elliott.

There will be three performances by SKIT, April 5th, 6th and 7th, with a portion of the proceeds going to the Library.

Preparations have begun for the April 20th flea market at the Town Hall.

The Committee is continuing to discuss events surrounding the centennial of Women’s Suffrage next year.

## **8. Committee Assignments**

The Board discussed committee assignments.

### Committees:

Programs and Publicity: Teresa Hathaway, Judy Pellettieri, Mary Pelkey

Finance: Ralph Parsons, Rhonda St. James, Michael Simon, James Zablocki

Personnel and Policy: David Bates, Teresa Hathaway, Judy Pellettieri

Technology: David Bates, Michael Simon, Teresa Hathaway

Building and Grounds: Rhonda St. James, Michael Simon

## **9. Library Director’s Report: Nancy Ladd**

Nancy reviewed a summary of the work of the Circle of Friends.

Penny Courser donated two pints of maple syrup for raffle baskets.

The bake sale at Town Meeting generated \$265 in sales.

The Library received \$200 from LCHIP as an incentive award for turning in the building monitoring report on time.

Nancy reviewed the circulation statistics for the Board, and upcoming events on the calendar.

Nancy made the Board aware of upcoming programs.

#### **10. New Business**

The Board discussed not using paper handouts and instead relying on an e-mailed .pdf packet at meetings, and decided to experiment with paperless meeting going forward.

Meeting adjourned 9:21 PM.

Next meeting to be held on Tuesday, April 16th 2019 at 7:00 PM.

Respectfully Submitted,

David Bates,  
Recording Secretary