

**Pillsbury Free Library Board of Trustees
Tuesday June 18, 2019 Meeting Minutes**

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

Meeting began at 7:05 PM.

1. Recording Secretary's Report: David Bates

The Board reviewed the minutes of the May 21, 2019 meeting. Minor typographic errors and name spellings were corrected.

Minutes from the last meeting were approved as amended

Motion: Jim Zablocki

Second: Judy Pellettieri

Approved as amended

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

Ralph explained that there is a build up of money in the operating fund; Town hasn't billed the Library for services in three months due book-keeping disruption. It should be rectified shortly.

Ralph reviewed the fundraising progress for the annual fund thus far, which has come to roughly six thousand dollars. It will be deposited in a NHPDIP account.

Nancy spoke with Dan Watts about putting a donation button on the library home page. He is currently occupied with other projects, but offered advice. She will try to do it herself, but will use Dan's services once he is free if she needs expert advice, or doesn't have time in the next month.

Ralph informed the board that the annual Town audit has been scheduled for the end of July. Also, Eversource has sent notice of a rate increase, which will impact the budget for the second half of 2019.

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 advised the Board that:

- The dogwood tree and cypress shrub next to the Library aren't doing well and a discussion may be needed about replacing them down the line.
- Tim Hayes has received copper gutter cover samples, and Nancy will be reviewing them soon.
- The air ducts need to be cleaned.
- The committee discussed creating criteria to evaluate candidates for new rugs for the Frank Maria room.
- A training will be organized this summer for the use of the new AED.
- Stained glass window repairs won't be done until August, but we've received an extension from the NH Arts Council on the grant to fund it. We'll need to submit a supplemental request for extra funds to cover the full cost.

5. Personnel and Policy Committee: David Bates

David reviewed proposed revisions to the Who May Use the Library Policy. The revisions allow non-cardholders to use the wifi and computers.

David presented revisions to the Family and Medical Leave section of the personnel manual. The revisions clarify that the Library is voluntarily extending the provisions of the Family and Medical Leave Act to eligible employees, although it is not required to by federal law. The revisions also update the policy to reflect the present provisions of the law.

Both sets of revisions will be further discussed and voted on at the next Board meeting in July.

6. Library Director's Report: Nancy Ladd

Nancy reviewed upcoming events and circulation figures with the Board. Now that the Hopkinton Library has re-opened the temporary cards issued to Hopkinton residents will expire.

7. Old Business

Michael told the Board that local artist Susan Beere had contacted him about doing a crowdfunded ceramic mural for the Library. The Board discussed the proposal, and the timeframe for it.

8. New Business

The Town has begun to update its master plan. Nancy distributed the Library section of the plan which was adopted in 2011 and asked the Board to begin thinking about goals for the Library in a revision.

David discussed whether the Library should develop a collection of musical instruments and telescopes/binoculars for patrons to check out. While the Board expressed interest, there were concerns that the telescopes/binoculars would not be checked out, that the collections would take up space, that maintaining them and making sure everything checked out came back would be time consuming and that storing carrying cases would be impractical due to space constraints. David said he contact other libraries that have telescope/instrument collections and inquire about their experience.

Meeting adjourned 8:55 PM.

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

Respectfully Submitted,

David Bates,
Recording Secretary