

**Pillsbury Free Library Board of Trustees
Tuesday August 20, 2019 Meeting Minutes**

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

Meeting began at 7:02 PM.

1. Recording Secretary's Report: David Bates

The Board reviewed the draft minutes of the July meeting.

The spelling of names was corrected. It was clarified that Terry Hathaway had sent a thank you note to the Fall Foliage Festival committee for the funds for the AED and elevator phone.

Minutes from the last meeting were approved as amended

Motion: James Zablocki Second: Terry Hathaway

Approved as amended

2. Corresponding Secretary's Report: Terry Hathaway

There has been no correspondence to report.

3. Treasurer's Report / Finance Committee Report: Rhonda St. James

Rhonda informed the Board that \$8565 has been raised by the annual appeal. No further information requests have been received related to the Town audit. 6855

Michael told the Board that the Finance Committee had discussed how to keep people aware of annual fund appeal, and that the idea of a fundraising thermometer sign had come up. The Board agreed it was a good idea.

Treasurer's report was accepted into the minutes.

Motion: David Bates Second: Terry Hathaway

Accepted into record

4. Building and Grounds Committee Report: Michael Simon

- Braces for shelving and shelving for the Children's Room have been ordered for \$4,462.
- The sprinkler backflow valve was repaired relatively inexpensively for roughly \$260.
- New rugs have arrived for the Frank Maria room.
- An unanticipated air conditioner repair was made at the beginning of August.
- The lower floor exterior doors have been refinished.
- The artisan set to repair the stained glass windows will not be able to do the work until late October due to personal reasons. The Arts Council, funding the project through a grant, is fine with the delay of the project.
- Updated capital improvement plan requests will be submitted for the HVAC and carpet replacements.

5. Personnel and Policy Committee: Terry Hathaway

The Board briefly discussed changes to the paid leave personnel policy revisions proposed by the committee, and reviewed at the July meeting. The proposal was amended to include the sentence “The term “week” in this section refers to the hours per week an employee is regularly scheduled to work” in the Sick Time section, as well as the Vacation Time section.

Motion to adopt the proposed revisions to the paid leave leave policy, as amended.

Motion: Rhonda St. James Second: James Zablocki Approved

Use of the meeting room for commercial / for-profit uses was discussed. Security, cleaning, scheduling and whether to collect a fee were discussed. More information will be gathered by James and David about how other libraries handle commercial uses.

6. Programs and Publicity: Terry Hathaway

Terry told the Board that the summer reading challenge went well. Red Cross babysitting classes will be held in October/November. The committee has discussed rescheduling the murder mystery event. Women’s suffrage programs are being planned for next year.

7. Library Director’s Report: Nancy Ladd

The Board reviewed the Library statistics. Nancy noted an increase in circulation over last year.

The long awaited new state inter-library loan system is being set up.

8. New Business

Nancy has received a letter of retirement from Louise Hazen. She is willing to be a substitute librarian.

Motion to accept Louise Hazen’s retirement as a library assistant, effective Labor Day, approve her hire as a substitute librarian, and authorize Nancy Ladd to advertise for a replacement at a rate of \$15 - \$18 per hour.

Motion: Terry Hathaway Second: Rhonda St. James Approved

Meeting adjourned 9:01 PM.

Next meeting to be held on Tuesday, September 17th at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary