

**Pillsbury Free Library Board of Trustees**  
**Tuesday November 19th, 2019 Meeting Minutes Final**

Present: Present: Michael Simon, Judy Pellettieri, James Zablocki, Ralph Parsons, David Bates, Rhonda St. James, Teresa Hathaway, Sherry Colfer, Mary Pelkey (alternate) ; Library Director: Nancy Ladd;  
Absent: David Bates, Mary Pelkey, Sherry Colfer  
Meeting began at 6:58 PM.

**1. Recording Secretary's Report: Teresa Hathaway**

- No corrections to minutes of October 15, 2019

**Minutes from the last meeting were approved**

**Motion: Michael Simon                      Second: Ralph Parsons    Approved**

**2. Corresponding Secretary's Report: Teresa Hathaway**

- 18 Thank you notes for the book sale were sent out to Circle of Friends, family members and other volunteers. Formal notes were not sent out to Trustees or the Library Director but their help is greatly appreciated.

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

2020 Operating Budget issues were discussed in preparation for the Finance Committee and the Treasurer to firm up details for the December Trustee's meeting.

- Draft Budget for 2020 looked at 2 different personnel COLA and step increase rates for 2020, 2.5% or 3.5%. Committee recommends the Board go with the 2.5% due to budget deficit of roughly \$21,105.86
- 2020 has 27 (instead of 26) pay periods, an increase of \$5,700 for the year
- Bookkeeper is reducing hours which will put more work on the Librarian
- High Efficiency Lighting project will save about \$1,000 per year

Financial Policies – to be worked on starting in January. One item that needs to be considered is a statement on NOT keeping people's personal information after a transaction.

Rhonda has agreed to continue clearing out financial files.

**Motion to accept HVAC proposal from Design Day Mechanicals Inc.**

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

**Motion to use \$4,300 from the Library Building Capital Reserve Fund to pay for the 1st phase of the HVAC project with Design Day (DDM)**

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

**Motion that the Board approve taking \$1,944.50 (change to 1944.85) from the Annual Appeal Fund for the first part of the High Efficiency Lighting Project.**

**Motion: Ralph Simon                      Second: Jim Zablocki                      Approved**

**Motion to accept Treasurer's report**

**Motion:** Michael Simon   **Second:** Jim Zablocki   **Accepted into record**

#### **4. Building and Grounds Committee Report:**

**Stain Glass Window Repair Project:** Jamie Morgan Design of Wilmot agreed to bid for the stained glass window repair. Currently the project is waiting for submittal of scope of work and a resume from Morgan Design to Dept. of Historical Resources for approval, and possibly for some additional funding from Moose Plate Grant. Morgan Design has stated they can start the repairs in January and the job should take 3 weeks.

HVAC - the Buildings and Grounds Committee recommended to the Finance Committee the proposal from DDMI.

LCHIP - Nancy presented the LCHIP monitoring report to be submitted to LCHIP.

#### **5. Policy and Personnel Committee: Judith Pellettieri**

The Policy and Personnel Committee did not meet this month.

#### **6. Programs: Judith Pellettieri**

-Warner's Hometown Holidays and Festival of Trees. Sue will provide a story and a craft time on Dec 7th for the Hometown Holiday event. The Library will have a tree at the Festival of Trees for the month of December. We have set a decorating and un-decorating schedule. Our theme is "Universe of Stories" to echo the overall festival theme of "Walking on Air".

-Parent Reading Event –This program, to be worked in cooperation with Title I Teachers, has the goals; to be more involved with the community, to formalize the importance of reading and having books in the house, with some training on how to read to children of different ages. The program has been on hold waiting for information from Head Start. Nancy suggested that the library could just provide the program and open it up to the whole community without involving Head Start.

-Babysitting training – completed -9 new babysitters certified.

-Kearsarge Area Chamber of Commerce Showcase event statistics; 59 people attended, 2 college students signed up for Library Cards, Librarian spoke with three crafts people about the, Spring into Warner Arts Fair in May. Good opportunity for networking.

- Women of Warner – The kick off event for 2020 is to be a reading of the Seneca Falls Convention for Women's Rights, Declaration of Sentiments. Ralph will be asking Caleb if he could contact one of the black actors in the area to portray Frederick Douglass.

-Other programming under consideration:

- Programs for Seniors either at the library or at Pine Rock. (mini Library, puzzle exchange, book discussions held at Pine Rock by an active book club)
- Outside groups that want to offer programs here at PFL
  - Sue Hemingway asked to do programs here in the library
  - Lake Sunapee VNA - Various programs including; Care givers; Health decisions, balance.
  - Nature Discovery Center – Loon talk in April
  - Toastmasters (Heather Turner or Liz Labbe) currently this group meets at the library
  - Lecture or talk also available: Psychology of getting over your fear of speaking in public

#### 7. Library Director's Report: Nancy Ladd

West of the Merrimack (WOTM) Library coop meeting: Nancy shared the information provided about the new State program for para-librarian certification classes - at least one employee is interested in taking these classes

READS Conference – Skills Training session was about tracking training, what training has been done and what needs to be done.

#### NH Library Association Conference

- 2020 Census –The Library's role in the census – this census period they are hoping people will be filling out the census online. They will send out letters with ID numbers to be used online. Libraries may see people coming in to use this program. Librarians are **not** allowed to help with filling out the forms, even if asked. A help line number will be provided.
- Sustainability –the American Library Association and the New Hampshire Library Association have drafted Resolutions on the Importance of Sustainable Libraries, and adopted Sustainability as a core value of librarianship. Copies of the NH Library Association resolution were provided to the Board. This topic will be discussed at the next Trustee's meeting, giving members time to read the resolution and perhaps come up with more ideas on library services which are “environmentally sound, economically feasible, and socially equitable”

Technology - There is now a donation button on the library website. The new tablet is being used for social media. Next years Children's play will be “Baba Yaga” based on 3 Russian Fairytales, by BilliJean Martiello of Warner Sandy Bartholomew – A Warner resident presented a program based on her book “Ready, Set, Gorilla”, which is now featured on the Story Walk.

**Meeting adjourned 8:36 PM.**

Next meeting to be held on Tuesday, December 17, 2019 at 7:00 PM.

Respectfully Submitted,

Teresa Hathaway,  
Correspondence Secretary