

**Pillsbury Free Library Board of Trustees
Tuesday January 21, 2020 Meeting Minutes**

Present

Trustees: Michael Simon, Judy Pellettieri, James Zablocki, Ralph Parsons, David Bates, Rhonda St. James, Teresa Hathaway, Sherry Colfer

Public: Tom Heise

Library Director: Nancy Ladd

Absent

Alternate: Mary Pelkey

Meeting began at 7:00 PM.

1. Recording Secretary's Report: David Bates

The Board reviewed the draft minutes of the December 17, 2019 meeting.

Redundant wording was corrected, as was the date of the January meeting.

Minutes from the last meeting were approved as amended

Motion: Ralph Parsons Second: Terry Hathaway

Approved as amended

2. Corresponding Secretary's Report: Terry Hathaway

There was no correspondence to report this month.

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

Ralph reviewed the budget reports with the Board.

Michael reported that supplemental funds to cover library operating expenses beyond its normal allotment have been included in the budget by the Selectmen (roughly \$3000).

Ralph explained that usually the Library gets its allotment in January and July. After discussion with the Town's new bookkeeper, January funds have been dispersed and placed in a NHPDIP account.

There will be a thank-you reception on February 22nd for donors to the annual fund who gave \$100 or more.

The Finance Committee will be working on drafting policies for purchasing, contracts, reimbursements, electronic transactions etc. in 2020, with a goal of producing one per month for consideration.

The Board reviewed the Library's investment policy. The investment policy must be reviewed and approved annually. A vote to approve the investment policy will take place at the February meeting.

Ralph reported the Library was awarded \$1,000 for replacement computers, which it had requested from the Fall Foliage Festival.

Motion to accept \$1000 from the Fall Foliage Festival to purchase replacements for chromebook and chromebox computers.

Motion: Ralph Parsons Second: Judy Pellettieri Approved

Treasurer's report was accepted into the minutes.

Motion: David Bates Second: Judy Pellettieri Accepted into record

4. Personnel and Policy Committee: Judy Pellettieri

House bills HB 1425 and HB 1615 were discussed. The NH Library Association and NH Library Trustee Association are both opposed.

The Library's Personnel Policy will be sent to Primex for review by their attorneys to determine what alterations need to be made to come into conformance with current NH law.

The Trustees discussed whether to continue the standing policy of fingerprinting Library employees - it will be further examined at the next Personnel and Policy Committee on February 1, 2020.

Judy explained that the Committee had considered changing the sick leave tracking component of the personnel policy, but decided against it after discussion.

5. Building and Grounds Committee Report: Michael Simon

Michael explained that a small leak was discovered in the sprinkler pipe in the Meeting Room. A plumber will be called in to examine it.

Nancy is working with a consultant on replacement LED lighting for outside fixtures with exteriors that will not be damaged by snow and ice sliding from the roof.

The Library has received an additional \$1,300 in grant money from the NH Arts Council requested for the stained glass window restoration. The Committee agreed it would be wise to have the lead in the second window replaced even though the damage to it is minor - newer replacement lead is stronger, and this is an opportune time to bring both windows up to the same standard.

Doug Waitt of DDMI conducted a site visit to discuss possible placement of heating and cooling units upstairs.

Michael reported that new shelving was installed in the Children's Room. Some pieces were unfinished, which will be corrected by Tucker Library Interiors. Support struts were not installed properly, but will be reconfigured with an additional strut to assure safety.

Michael told the Board that they are beginning to search for contractors to bid on refinishing the wooden floors.

Nancy informed the Board that a fan in the heating system for one of the zones upstairs failed and needed to be replaced.

6. Program and Publicity Committee: Judy Pellettieri

Judy discussed upcoming events with the Board. The Committee has been working on the Humanities presentation on Women's Suffrage with Deborah Anne Goss, which will be held on February 19.

Wrapping will start soon for the Blind Date with a Book Event to be held during the month of February.

Judy is working on organizing an event for parents with Title I teachers on how to read books with small children.

7. Library Director's Report: Nancy Ladd

Nancy reviewed the library circulation statistics for 2018 and 2019 and upcoming events with the Board.

8. Old Business

The Library's section in the Town's master plan was discussed. An additional Board meeting may be scheduled in April devoted to this topic.

Meeting adjourned 9:12 PM.

Next meeting to be held on Tuesday, February 18, 2020 at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary