

**Pillsbury Free Library Board of Trustees  
Tuesday February 25, 2020 Meeting MinutES**

**Present:**

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

Public: Tom Heise

Library Director: Nancy Ladd

**Absent:**

Trustee: Judy Pelletierri

Alternate: Mary Pelkey

Meeting began at 7:00 PM.

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

Minor typographical errors were corrected. In the Buildings and Grounds section, the amount of the additional funding from the NH Arts Council Grant was corrected from \$1,400 to \$1,300.

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

**Motion: Jim Zablocki    Second: Teresa Hathaway**

**Approved as amended**

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

A thank you from the Library was written to the Warner Fall Foliage Festival for the approval of the \$1,000 grant request by the Library.

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

Ralph reviewed the financial reports with the Board. He noted that revenue from the use of the copier is falling, and so it would be a good idea to anticipate less in future budgets.

The event to thank donors to the annual fund was cancelled due to the low number of RSVPs, although it was found later that some people were planning on coming who had not responded concerning the event.

The Attorney General has advised the probate court that the money in the Redington fund dispersed and managed by the Library, as a result of a probate court order.

A sum of \$3,300 has been inserted as a line item in the Town Budget to fund Library collections. The Town Meeting will debate and vote on the budget on March 11th, as well as a warrant article for \$10,000 in capital improvements. The Library has never requested money in the Town budget before, but a confluence of budget shortfalls due to maintenance, personnel costs and an additional pay period this year has necessitated this request.

The Board reviewed the proposed Investment Policy, which must be approved annually. It has not been altered since it was approved in 2019.

**Motion to adopt the Investment Policy as proposed.**

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

**Approved**

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

**Motion: David Bates Second: Michael Simon**

**Accepted into record**

#### **4. Personnel and Policy Committee: Teresa Hathaway**

Teresa explained to the Board that the Committee discussed edits to the Personnel Policy Manual, changes to the Meeting Room Policy and the job opening created by Linda Hartman's retirement.

The Board discussed hiring a replacement for Linda Hartman, who is retiring.

**Motion to advertise a 15 hour per week, \$14-18 per hour position, based on experience to replace Linda Hartman, who is retiring.**

**Motion: Rhonda St. James**

**Second: James Zablocki**

**Approved**

After the January meeting Nancy checked to see if Primex or the NH Municipal Association review personnel manuals - it's a service they used to offer, but no longer. Nancy will check with the NH Library Trustees' Association.

The issue of eliminating the probation period for new hires currently in the personnel manual following a clarification from NHLTA.

Teresa walked the Board through proposed changes to the following sections of the Personnel Policy Manual:

- Introduction: changes made in order to correct and clarify
- Background Check: in addition to a criminal background check, new employees would be required to be fingerprinted. Employment will be provisional until a satisfactory background check is received.
- Sick Leave: Because of a recent state court decision that Library employees are not at will, the probationary provision of the sick leave policy will need to be removed.
- Dental Benefits: clarification that dental benefits are available through the Town.
- 457 Benefit: clarifies that this will be provided through the Town if available.
- Safety and Health: addition that each employee will be given a safety orientation by a supervisor and asked to complete an acknowledgement of completion.
- Minor typographical error corrections which do not change the intent of the impacted sections.

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

\$975 was spent to replace a heating fan.

Outside fixtures for the lighting project have been ordered.

Shelving upstairs has not yet been adjusted for stability. The shelving in the Children's Room has not yet been corrected.

There was one bid for refinishing the wooden floors upstairs for \$500. Additional bids are being sought.

## **6. Program and Publicity: Sherry Colfer**

Sherry briefed the trustees on recent and upcoming events:

- Debra Goss came to do the Hutchinson Family presentation. Students from the Simonds 5th grade and numerous adults attended.
- The blind date with a book event is underway. In early March there will be a parent education presentation on reading to children.
- The Love Local Soup and Bread Tour which is co-sponsored by the Library is planned for the end of March at the Town Hall.

The committee is contemplating future programs related to mental health.

## **7. Library Director's Report:**

Nancy reviewed the circulation statistics and upcoming events with the Board.

An online payment option has simplified sign-ups for the flea market.

Donations are coming in for the fundraising auction. The Circle of Friends has requested that the Trustees donate an item.

**Motion for the Board to contribute a gift basket as an auction item.**

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

**Approved**

Meeting adjourned 9:00 PM.

The next meeting is to be held on Tuesday, March 17th at 7:00 PM.

Respectfully Submitted,

David Bates,  
Recording Secretary