

**Pillsbury Free Library Board of Trustees
Tuesday March 17, 2020 Meeting Minutes**

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

The meeting began at 7:01 PM.

Michael Simon drew names for the raffle fundraiser - the winner is Susan Taggart of Concord.

1. Recording Secretary's Report: David Bates

The spelling of names and minor phrasing issues were corrected. It was clarified that the New Hampshire Attorney General has advised a probate court that the money in the Redington fund should be dispersed. The minutes were corrected to reflect discussion of the issue of eliminating the probation period for new hires currently in the personnel manual, following a clarification from the NH Library Trustees Association.

Minutes from the last meeting were approved as amended

Motion: Ralph Parsons

Second: James Zablocki

Approved as amended

2. Corresponding Secretary's Report: Teresa Hathaway

No new correspondence was reported.

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

Ralph reported that the Flea Market has been cancelled and the Silent Auction postponed, which may cause budget shortfalls overall for the year.

NHPDIP is not FDIC insured and the rate of return changes weekly. Ralph asked if the Board felt, in light of current economic instability, the funds should be moved to an FDIC insured account. After discussion the Board felt the funds were not in danger and could remain at NHPDIP.

Treasurer's report was accepted into the minutes.

Motion: Teresa Hathaway

Second: David Bates

Accepted into record

4. Election of Officers

The Board discussed nominations for officers.

Chair: **Teresa Hathaway** volunteered to serve as Chair, there were no other volunteers.

Assistant Chair: **James Zablocki** volunteered to serve as Assistant Chair, there were no other volunteers.

Recording Secretary: **Judy Pellettieri**, prior to the meeting expressed a willingness to serve as Recording Secretary, there were no other volunteers.

Corresponding Secretary: **Tom Heise** volunteered to serve as Corresponding Secretary, there were no other volunteers.

Treasurer: **Rhonda St. James** volunteered to serve as Treasurer, there were no other volunteers.

Assistant Treasurer: **Ralph Parsons** volunteered to serve as Assistant Treasurer, there were no other volunteers.

Motion to vote on the officers as a slate.

Motion: Ralph Parsons Second: Rhonda St. James The slate was elected on a voice vote

5. Personnel and Policy Committee: Teresa Hathaway

The Board reviewed the changes to the Personnel Policy presented at the February Meeting:

- 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.

Motion to accept the changes proposed at the February Meeting

Motion: David Bates Second: Ralph Parsons Motion Approved

Proposed changes to be voted on at the next meeting:

- Elimination of:
 - All references to a new hire probationary period
 - Re-employment of former employees section
- Addition to section III: new employees will be evaluated at three months and again at six months. The Library Director will notify the Board of any recommendation for termination.
- Addition of a safety orientation for new employees.

Nancy Ladd discussed applicants for the Assistant Library position opening created by Linda Hartman's retirement. She recommended hiring Linda Lacasse.

Motion to accept Nancy Ladd's recommendation to offer the position of Library Assistant to Linda LaCasse.

Motion: Rhonda St. James Second: Ralph Parsons Motion Approved

Motion to set the starting salary for the offered Library Assistant position at \$16.50.

Motion: Ralph Parsons Second: Tom Heise Motion Approved

Motion authorizing the Library Director to select the starting date and scheduled hours once an offer for the Library Assistant position is accepted.

Motion: Tom Heise Secon: Teresa Hathaway Motion Approved

6. Covid-19 discussion:

The Board discussed the Library's services and facility in relation to the rapid spread of Covid-19, and the need to protect public health while still fulfilling the Library's public mission.

Motion to close the library building to the public beginning March 18th, with curbside services to be available through March 25th, at which point checkout of items will be suspended.

Motion: David Bates

Second: Michael Simon

Motion Approved

Staff will continue working in building so long as they are willing. Checkout periods will be lengthened. Books can still be returned via the book slot - they will be quarantined for at least two days and then cleaned. Library wifi will be available outside the library building.

Meeting adjourned at 9 PM.

Next meeting to be held at the call of the Chair.

Respectfully Submitted,

David Bates,
Recording Secretary