

**Pillsbury Free Library Board of Trustees  
Tuesday September 17, 2019 Meeting Minutes**

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

Meeting began at 7:00 PM.

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

The Board reviewed the minutes of the August 20th meeting.

The amount raised by the annual appeal was corrected from \$8565 to \$6855. The Buildings and Grounds section was corrected to reflect that the capital improvement plan for carpet replacement is for replacement both upstairs and downstairs. Babysitting classes will be held in October/November, not September.

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

**Motion: James Zablocki Second: Ralph Parsons Approved as amended**

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

There has been no new correspondence. Terry will send a thank you note to Cliff Matott for helping to repair damage to the story walk podiums.

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

Ralph informed the Board that the annual appeal has raised \$7,600+ to date. The fundraising thermometer sign will be on the lawn for the Fall Foliage Festival.

Ralph reviewed the NH PDIP accounts with the Board.

Nancy informed the Board that she had met with Dan Watts, who showed her how Square Up operates. She also spoke with the New Hampton library about it. She discussed different ways to configure it. Increasing numbers of people have been asking to pay with cards at book sales, and it would also allow online donations. We would need a policy for the management of the account. Square Up would require a bluetooth capable Android OS device if we wanted to use a chip reader - a tablet would also be useful for uploading photos to the internet.

The Finance Committee recommended the use of \$300 for the purchase of two devices, the Technology committee will be meeting on Thursday.

**Motion that Technology committee authorize the expenditure of up to \$200 for an Android OS tablet.**

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

Ralph and Nancy will be working on next year's budget in order to brief the Budget Committee.

The Library received a \$1,000 anonymous donation through the Raymond James Charitable Foundation.

**Motion to accept the \$1,000 anonymous donation received through the Raymond James Charitable Foundation.**

**Motion: Ralph Parsons   Second: James Zablocki                      Approved**

The Finance Committee requests the Board to approve a request of up to \$1,000 from the Fall Foliage Festival for the replacement of chromebooks, desktops and other technology purposes.

**Motion to request up to \$1,000 from the Fall Foliage Festival for the replacement of chromebooks, desktops and other technology purposes determined by the Technology Committee.**

**Motion: Ralph Parsons   Second: Terry Hathaway                      Approved**

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

**Motion: David Bates                      Second: Terry Hathaway                      Accepted into record**

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

Michael explained that the Library did not submit any new Capital Improvement Projects, just a continuation of the ongoing HVAC and carpet replacement projects. Some trustees will need to meet with the Selectboard.

Nancy has discussed with Eversource a program they have to provide consultation on the energy efficiency of buildings. Energy World, the consulting firm, will be here tomorrow.

A third carpet has been purchased for the Frank Maria Room.

#### **5. Personnel and Policy Committee Report: David Bates**

David explained that it is time to fill out annual evaluations for the Library Director. Evaluations were distributed to the Board, to be returned by self-addressed stamped envelope and reviewed by the Personnel and Policy Committee at its next meeting.

David also told the Board that at the last meeting candidates for the library assistant position were discussed. Nancy explained the qualifications of the top candidates, including the leading candidate Roger Robbins. He has been interviewed by Nancy and Sue, and his references contacted with favorable results.

**Motion to offer the position of library assistant to Roger Robbins at the rate of \$18.00 per hour for a probationary period of three months, to start as soon as he is available.**

**Motion: David Bates                      Second: James Zablocki                      Approved**

Nancy explained that the Library will be without a library substitute for the winter. Two of the applicants for the Library Assistant position would be a good fit.

**Motion to offer the position of library substitute to Marcia Moyer and Amanda Richardson at the current substitute rate.**

**Motion: Terry Hathaway    Second: James Zablocki                      Approved**

Michael and Terry shared with the Board information on best practices for use of meeting room policies that they gained from a recent workshop.

## **6. Programs and Publicity Report: Terry Hathaway**

Terry told the Board that the Circle of Friends has decided to set a date for an auction fundraiser on March 14, 2020.

The Committee would like to try the financial information program series again, and are discussing topics.

The Women of Warner group has been working on programs around the celebration of suffrage next year.

The Committee would like to hold a second blind date with a book event.

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

The State Library has announced training dates and times for the new interlibrary loan system next week. Nancy described the new system to the Board.

Next summer's children's reading theme is fairytales.

Nancy reviewed upcoming events with the Board.

Meeting adjourned at 9:00 PM.

Next meeting to be held on Tuesday, October 15th at 7:00 PM.

Respectfully Submitted,

David Bates,  
Recording Secretary