

**Pillsbury Free Library Board of
Trustees Tuesday, May 19, 2020]
Meeting Minutes FINAL**

Present: Michael Simon, Judy Pellettieri, James Zablocki, Ralph Parsons, David Bates, Teresa Hathaway, Tom Heise (joined meeting at 7:00), Sherry Colfer, Mary Pelkey (alternate); Library Director: Nancy Ladd
Absent: Rhonda St. James (It was noted that Mary Pelkey, sworn in as an alternate, could vote in Rhonda's absence.

Meeting began at 6:00 pm.
This was a virtual meeting.
Roll Call was taken.

Teresa welcomed any public members joining the meeting. There were none.
She read RSA91-A:2 regarding emergency procedures.

1. Recording Secretary's Report: Judy Pellettieri

Minutes of the April 21 trustee meeting were read and approved. Motion by Jim, second by Ralph.
Minutes of the May 14 task force meeting were read and approved. Motion by Jim, second by Ralph. Both accepted into record.

2. Corresponding Secretary's Report: Tom

Ralph noted that he sent a thank you note to a donor. When Tom joined the meeting, he noted that he had also sent one thankyou note.

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

Ralph reviewed donations for the year to date, with 41% of the facilities budget used so far. Collections spending was low, but anticipated to increase in coming months. Kanopy contract fee determined by usage. This was approved by all and accepted into the record, with a motion by David and second by Michael. Ralph will contact Rhonda with updates.

4. Library Director's Report: Nancy reviewed the statistics and activities for the month. A no-touch thermometer has been purchased. Review of new employees. Zoom is now available from all library desks. Children's activities are continuing on-line.

5. Programs and Publicity Committee Report: Judy reviewed the May 5 meeting. The upcoming library newsletter was reviewed along with upcoming activities. Ways to support the library included sponsoring Story Walk and purchasing cards at the on-line store. Next meeting June 2 at 7:00pm.

6. Policy and Personnel Committee Report: The Pandemic Policy draft was reviewed by Terry. The Communicable Disease Policy from Utah State library was helpful with mitigating the spread of the Covid 19 virus, along with guidance from the CDC.

7. Task Force Committee Report: The May 4 minutes were reviewed, along with a review of the Governor's Economic Task Force. The next Phase of the PFL opening will be the curbside pickup, with input from the NH Library Task Force to help with timing decisions.

8. Old Business: An update of the grandfather clock situation revealed that Sue Small Taggart wanted to donate the clock to PFL, along with a plaque in her late husband's name. Discussion of where to put the clock ensued. Judy made a motion to accept the donation and Michael seconded. This was passed unanimously. Tom will send a thank you note, Terry will notify Sue of our decision .

9. Pandemic Policy: The draft was read, with multiple minor edits. It was agreed that this policy should work for all pandemics and not just the current one. Staff hours during a pandemic were reviewed and edited. This policy will be reviewed and voted on in June.

10. Terry shared questions from the selectmen regarding the role of the library while it is closed. Trustees helped provide answers to these questions, that included furloughs, pay, specific projects, measurable outcomes, detailed list of duties and reopening procedures. There was a general discussion about cutting back on the operating budget, both presently and in the future. The Finance Committee will meet to add details to answers to these questions. Terry will request more time to formulate our answers to the budget questions.

Next meeting will be held on Tuesday, June 16, 6:00 p.m.

The Code of Conduct updated policy will have a first reading and the Pandemic Policy will have a second reading.

Meeting adjourned at 8:07 pm, with a motion from Judy, seconded by Sherry.

Respectfully Submitted,

Judy Pellettieri,

Recording Secretary