

Pillsbury Free Library Board of Trustees
Tuesday June 16, 2020 FINAL
Meeting Minutes

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

Meeting began at 6:05 PM., via Zoom. This meeting was recorded.

1. Recording Secretary's Report: Judy Pellettieri
Minutes from the May meeting, with a date typo correction, were approved unanimously by roll call
Motion: Judy Pellettieri Second: Sherry Colfer. Accepted into record by roll call.

2. Corresponding Secretary's Report: Tom Heise
A thank you note was sent to a donor and to the contributor of the grandfather clock.

3. Treasurer's Report / Finance Committee Report: Ralph Parsons
Ralph noted that the funds in the operating budget and upcoming payroll costs are adequate. He sent an email to Diane Ricciadelli about the PFL fundraisers that have been canceled, and indicated that there is a strong possibility that we will not need \$3,300 from the town. If things change and we feel we need this funding, we will ask for it. The Finance Committee may soon be managing the Redington Trust themselves. There is a probate court hearing in July. We will ask for FEMA money to reimburse PFL for expenses related to the Covid virus, including employee time.
Treasurer's report was accepted into the minutes.
Motion: Tom Heise Second: Michael Simon. Accepted into record by roll call

4. Building and Grounds Committee Report: Michael Simon
Nancy reviewed the list of things she will submit to the town for Covid reimbursement. They included:
Barcode scanner
Pedal operated trashcans for bathrooms
Sanitizer stands by doors
Two cameras with sound ability to be placed outside, or in windows, both upstairs and downstairs.
Motion activated sensors for light switches
Sneeze guards

5. Programs and Publicity Committee: Judy Pellettieri
An outside treasure hunt around town is being considered. Sue is already working on this for the children. READsquared was discussed for the summer program.
A discussion was had about sending postcards or letters to town residents, alerting them to the fact that the library is open, even though the building is closed. This has been discussed at the Reopening Task Force. It is hopeful that postage money may be reimbursed by FEMA.
A motion was made "To appropriate up to \$750 for postage for a mailing to town residents."
Motion: Jim Zablocki Second: Michael Simon Accepted into record by roll call

6. Policy and Personnel Committee: Terry Hathaway
Terry reviewed the policies that this committee has been working on. They include Communicable Disease and Pandemic Policy, Code of Conduct Policy, Personnel Policy and Patron Use of Zoom Account.

- i) Discussion about technology training for patrons using zoom and who is responsible for it.

ii) Review of Communicable Diseases and Pandemic Policy

Second reading. Reviewed with minor edit, adding words “if circumstances warrant”.

Motion to approve and adopt the proposed Communicable Diseases and Pandemic Policy.

Motion: Michael Simon Second: Jim Zablocki. Policy Adopted

iii) Review of Code of Conduct

Edits included:

#9 Adding “as determined by Board of Trustees”

#13 Adding “Refusing or avoiding any specific health check procedures”

#14 Change customers to patrons

iv) Review of Personnel Policy

Review included sick leave during a pandemic, safety apparel and requiring physical exams.

7. Technology Committee:

Nancy shared that PFL has requested nine chrome books and five iPads from the Institute of Museums and Library Services (IMLS) grant submitted by the NHSL. We will need a policy about lending these to patrons over 18 years old.

8. Library Director’s Report: Nancy Ladd

Circulation is going up as people become aware that the library is still providing services. PFL application for Grant for STEM kits was discussed, and issues with the PFL application not being received.

Motion to adjourn made by Judy Pellettieri, seconded by Sherry Colfer.

Unanimously approved by roll call.

Meeting adjourned at 8:11 PM.

Next meeting will be held on Tuesday, July 21 at 6:00 PM.

Respectfully Submitted,

Judy Pellettieri,
Recording Secretary