

Pillsbury Free Library
Board of Trustees
Tuesday, July 21, 2020
Meeting Minutes - FINAL

Present: Michael Simon, Judy Pellettieri, James Zablocki, Ralph Parsons, David Bates, Rhonda St. James (joined at 6:55), Teresa Hathaway, Tom Heise, Sherry Colfer, Library Director: Nancy Ladd **Absent:** Mary Pelkey

Meeting began at 6:02 PM. This was a virtual meeting.

Roll Call

1. Recording Secretary's Report: Judy Pellettieri

Minutes of June 16, 2020 meeting were displayed and reviewed. There were no corrections or edits. Motion to accept minutes made by Terry Hathaway, seconded by Michael Simon. Accepted into record.

2. Corresponding Secretary's Report: Tom Heise Nothing to report this month

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

Ralph shared a bookkeeping discrepancy in the Town Report that is being corrected. He reviewed the budget and balance sheet. There was a discussion of updating trustee names, and the need for all to be sworn in at Town Hall. Trustee names need to be changed for check signing at the Sugar River Bank. Positions and signing privileges will be changed, as follows:

Chairman: Teresa Hathaway – added
 Michael Simon – removed

Treasurer: Rhonda St. James – added as Treasurer
 Ralph Parsons –Continued as Assistant Treasurer

Recording Secretary: Judy Pellettieri – added
 David Bates – removed

Ralph Parsons made a motion to accept these changes. Second by Michael Simon Accepted into record.

The Redington Fund hearing is next week and possible changes were discussed. There may be no Fall Foliage Festival this year. A discussion followed about the feasibility of holding the library book sale and basket raffle. The Programs Committee will continue to explore way to successfully hold these events.

Treasurer's report was accepted into the minutes.

Motion: Jim Zablocki Second: Terry Hathaway Accepted into record

4. Programs and Publicity Committee: Judy Pellettieri

Review of minutes from June 30 meeting, including READsquared summer program, Historical Society Clio Mapping, Edible Book Contest, FFF plans to cancel and possible PFL book sale, and STEM kits. Sending post cards to all town

residents announcing that the library programs were continuing during the shut down was reconsidered. Nancy shared another library's ad in the Kearsarge Shopper and it was agreed that this would reach many people and be cheaper. Motion to authorize Nancy to place an ad in the Kearsarge Shopper, spending up to \$300: Terry Hathaway Second: Michael Simon. The motion carried and was accepted into the record.

5. Building and Grounds Committee Report: Michael Simon. There was no committee meeting this month.

6. Personnel and Policy Committee: Terry Hathaway

There was a second review of the Personnel Policy Manual. Changes included adding specific pandemic emergency wording in several areas, cooperation with other libraries and procedures to review and revise documentation following policy decisions. Terry shared the need for the committee to review all policies, as some have not been updated for many years.

Motion to Adopt the Personnel Policy as amended: Terry Second: Jim, Zablocki.
Policy Adopted

The Code of Conduct for staff and was reviewed with minor changes.

Motion to adopt the Code of Conduct Policy as amended: Terry
Second: Michael Policy Adopted

Three short policies with minor changes were read into the record as the 1st read/presentation to the Board. The 2nd read and vote to adopt these policies will be at the August meeting

Availability of Library Services

Policy on Cooperation with other Libraries

Policy on Library Procedures

7. Library Director's Report:

Nancy shared a Jaffrey Library flyer on reopening, and reviewed circulation numbers during the pandemic. She showed photos on the web of many of our library programs in action. Employee time spent on Covid related activities is being tracked for possible FEMA reimbursement.

Other business: There will be a virtual meeting of the Reopening Task Force on Tuesday, July 28 at 6:00 pm.

Motion to adjourn made by Jim Zablocki, Second by Sherry Colfer.
Meeting adjourned 8:08 PM.

Next meeting to be held on Tuesday, August 18, 2020.

Respectfully Submitted,
Judy Pellettieri,
Recording Secretary