

Pillsbury Free Library Board of Trustees
Tuesday August 18, 2020
Meeting Minutes

Present: Michael Simon, Judy Pellettieri, James Zablocki, Rhonda St. James, Teresa Hathaway, Tom Heise, Sherry Colfer, Library Director: Nancy Ladd

Absent: Mary Pelkey, Ralph Parsons, David Bates,

Meeting began at 6:05 PM. This was a virtual meeting, using Zoom.

Roll Call

1. Recording Secretary's Report: Judy Pellettieri. Minutes of July 21, 2020 meeting were displayed and reviewed. There were no corrections or edits. Motion to accept minutes made by Michael Simon, seconded by Terry Hathaway. Roll Call vote: unanimous. Accepted into record.

2. Corresponding Secretary's Report: Tom Heise. A letter of condolence on behalf of the trustees was sent. There were several people mentioned to send thank you notes to in coming weeks.

3. Treasurer's Report / Finance Committee Report: Nancy reviewed the report, prepared by Ralph. There was an adjustment to the second library payment. The Redington Fund hearing has been postponed to 9/30. The final check has been made for the stained glass artist. Money has been moved from NHPDIP donation account to the donations checking account. The overhead AC has started working again.

Michael will share the way that Kimberley Edelmann reports trust fund accounting with Nancy.

Motion to accept minutes made by Michael Simon, seconded by Jim Zablocki.

Roll Call vote: unanimous. Accepted into record.

4. Director's Report: Nancy Ladd. Nancy reviewed the circulation numbers, noting that e-books and e-magazines are up, while the adult and children's circulation totals are about half of what they were last year and pre-pandemic.

The Inter-Library Loan has returned all PFL books that had been loaned. Nancy will be taking off Thursdays as a way to use up her vacation days. She would like a trustee to come in biweekly on Saturdays to sign her Timesheet. The HVAC project was discussed and the merits of adding ionization to our air circulation to combat COVID aerosols. She reviewed Sue's Summer Reading Program and noted that Sue has been invited to present on a library panel for distanced programs. Nancy shared the screen to show the WIFI camera view from the door.

5. Programs and Publicity Committee: Judy Pellettieri. Review of committee minutes from August 5, including Women's Suffrage events, the PFL Newsletter, Shopper Ad, book sale possibilities and Edible Books new format.

6. Personnel and Policy Committee: Terry Hathaway. Terry allowed 10 minutes to review our Bylaws and the Policies Relating to Trustees. There was a discussion about the feasibility of having both of these documents, when much of it would be duplicated. It was decided to compare the two documents to see what is the same, and what is left over, and to eliminate anything that is in duplicate. Michael said he would be interested in joining the Personnel and Policy Committee meeting regarding this topic.

Terry would like to change the use of Chairperson or Vice- Chairperson to Chair or Vice Chair.

Three policies updates were reviewed by the Board for the 2nd time and presented for approval and adoption:

1. Availability of Library Services. (2007) Motion Terry Hathaway, second by Michel Simon. Roll Call vote: unanimous. Policy Adopted.

2. Cooperation With Other Libraries. (2007) Motion by Terry Hathaway, second by Jim Zablocki. Roll Call vote: unanimous. Policy Adopted.

3. Library Procedures (2004) Motion by Terry Hathaway, second by Rhonda St. James. Roll Call vote: unanimous. Policy Adopted.

Old Business – none

New Business – Posting of meetings was reviewed. They should be placed in two places 24 hours prior to meeting and include Zoom link. Minutes should be available to public if they request it. Terry asked that committee chairs send her meeting information to include in the Town Calendar.

Jim Zablocki made a motion to adjourn at 7:20. Rhonda St. James seconded. Roll Call vote: unanimous

Meeting adjourned 8:08 PM.

Next meeting: September 15, 2020, 6:00 p.m.

Respectfully Submitted,

Judy Pellettieri,

Recording Secretary