

Pillsbury Free Library Board of Trustees Tuesday, October 20, 2020^[SEP] Meeting Minutes

Present: Jim Zablocki, David Bates, Sherry Colfer. Michael Simon, Ralph Parsons, Terry Hathaway, Tom Heise, Rhonda St. James, Judy Pellettieri, Library Director: Nancy Ladd

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

Terry read an opening statement about presenting the results of both the Trustee and Staff evaluations and the format to go into non-public session.

Recording Secretary's Report: Judy. Minutes of the September 15, 2020 Trustee Meeting were reviewed. Judy made a motion, seconded by Michael Simon, to accept the minutes. Roll Call vote: Unanimous approval.

Corresponding Secretary's Report: Tom. Tom sent 5 letters to state legislators thanking them for their support of the stained glass project. Three thank you letters were sent for individual donations.

Treasurer's Report / Financial Committee Report:

Ralph Following a discussion of the iWave system and Ion Counter, a motion was made. Motion: To spend the approved funds of up to \$6000 for purchase and installation of iWave system and Ion Counter from the Operating Fund. Motion: Terry, Seconded: Sherry. Roll Call vote: Unanimous approval.

Ralph reviewed 2020 YTD and draft 2021 expenses and Nancy reviewed personnel expenses. Consideration of 2021 percentage raises to personnel will be considered at next meeting. The supplemental money (\$3,300) originally granted from the town and then requested back will be revisited at the December meeting. The trustees may hold a fundraiser for capital expenditures. The Circle of Friends may be holding their auction this spring. There was no new information on the Redington Trust.

Nancy reviewed the budget categories, noting actual and anticipated costs. The library draft budget that was discussed at this meeting will be presented to the Town Budget Committee. Motion to accept the

Financial Report made by Terry, seconded by Sherry. Roll Call vote: Unanimous approval.

- David left the meeting at 6:40.

Building and Grounds Report: Michael. There was a meeting with the Engineering Consultant to review the HVAC proposals. Nancy met with one of the bidders and his electrician for a quote revision. The gutters have been cleaned and a problem noted between the flashing and mortar. This will be addressed in the coming months. Initial investigations with the ion counter indicate ion levels are at or above desired levels.

Programs and Publicity Report: Judy. A spring Pet Show was discussed, with a possible date of Saturday, May 16, as a part of Spring Into Warner. Owners of dogs and other pets would register for this event, and bring their pets for display on the Rail Trail and in the Telephone Museum parking lot. Local businesses would be asked to sponsor this event, so that every pet participating would receive a “treat bag”. Planning for this event is ongoing.

The deadline for the Edible Books Contest was Sunday, October 18 but may now be extended. One entry has been received so far.

Black History Month plans include researching available programs offered by the New Hampshire Humanities.

A fall treasure hunt in Warner may be “recycled” from the event offered in the summer.

- Ralph left the meeting at 6:59.

Personnel and Policy Report: Terry. Terry began this report by reviewing past guidance from the board to propose that a portion of the current Policies Relating to Trustees be added to the Library Bylaws.

Motion: To take portions of the current Policies Relating to Trustees and add it to the Library Bylaws, other portions to be included in a new PFL Trustee Manual, and the existing “Policies relating to Trustees” be removed. Motion: Terry, Second: Michael. Roll Call vote: Unanimous approval. Accepted into record.

Nancy shared that all library services continue to be offered during this time, but provided differently. She praised the library staff for working well together and to their dedication to their jobs and to the public.

The Library Director's evaluation by Trustees and Staff was discussed at the end of this meeting.

Library Director's Report: Nancy. The statistics of library loans were reviewed, noting that Inter Library Loan is up and running again. New families moving into town are getting library cards. A check for reimbursement of the purchase of STEM Kits was received. Sue is communicating with Head Start and providing a ZOOM story time for them. The calendar was reviewed.

It was noted that there will be a Task Force Meeting on Tuesday, Oct. 27 at 6:00. We need to create a "script" to answer questions from the public about reopening.

Library Director Evaluation: It was decided to remain in Public Session for this review. Terry shared scores derived from the evaluation questions and comments were reviewed. Terry will deliver a written summary to Nancy to be placed in her personnel folder.

Questions that members were unable to evaluate will be considered in creating a new and improved evaluation form for next year that will be easier to complete.

The Personnel Committee will be drafting goals for Nancy at their November meeting. They have invited Board members to attend and join in on this discussion. The drafted goals will be discussed at the November Board Meeting.

Motion to adjourn made by Judy and seconded by Sherry. Roll call vote: Unanimously approved.

Meeting adjourned at 7:36 p.m.

Next meeting Nov.17, 6:00 p.m.

Respectfully Submitted,

Judy Pellettieri, Recording Secretary

