

Pillsbury Free Library
Board of Trustees
February 16, 2021 – FINAL

Chair called the meeting to order at 6:17 pm ZOOM recording started at 6:17 pm

Reading of the Emergency Meeting Preamble

Roll Call:

Present: Trustees Terry Hathaway (Chair), Rhonda St James, Michael Simon, Sherry Colfer, Tom Heise,

Library Director: Nancy Ladd

Prospective members as guests: Dana Myskowski, Nathan Kendrick

Absent: Judy Pellettieri (excused) Jim Zablocki (excused) Ralph Parsons - excused for late arrival and an early departure (Times are noted below)

I. Recording Secretary – Terry Review of January 19, 2021 minutes.

Ralph entered the meeting at 6:26 pm

Motion to accept minutes as written: Michael Second: Tom Unanimous approval by roll call.

II. Corresponding Secretary – Tom 1 Thank you note sent since last meeting

III. Treasurers/ financial Report - Ralph

The Library's 2020 finances were written up and submitted for the Town's annual report.

The Finance Committee and the Building and Grounds Committee met to discuss the bids received for the refurbishing of the wooden floors. From the Finance Committee standpoint the funds (\$8750) had already been budgeted for 2021, based on the first quote from last year. See Building and Grounds report below.

Motion to accept the Treasurers report: Michael Second: Rhonda Unanimous approval by roll call.

IV. Programs and Publicity – Terry

Update of the Humanities-to-Go Programs Nancy has been working with Sue Butman from NH Humanities to Go and with Jason Sokol, presenter for the first program, on how to work the presentation on Zoom. For each program we need a Host to set up the ZOOM program, a HOST or Co-host to work with and introduce the speaker and at least one Co-Host to admit attendees and monitor the chat.

Nancy also updated us on the various methods she was using to publicize the programs.

Next up is March 3rd, [Ireland's Great Famine in Irish-American History](#).

Terry mentioned the role that libraries can and are taking on in helping patrons sign up for the COVID vaccines. This was the major take-away from the NHLTA Round table at the end of January.

The Pet Parade program is being moved forward to a possible Summer program in conjunction with the Summer Reading Program “Tails to Tales”. There are still issues to be resolved with this program.

V. Personnel and Policy

Staff are currently happy and healthy. (Note due to a snow/ice storm the Library was closed on Feb. 16, 2021)

POLICY:

Terry brought up the subject of the of the groups that have been going in to Police Stations, Town Halls and Libraries and filming to push their 1st Amendment Audit or “Freedom of Speech” agendas. These videos are then posted on YouTube, often with inflammatory titles. The guidance given is to not argue or engage negatively, just let them film unless they are being destructive or assaulting/harassing anyone. The video that Terry saw (from Jan. 2020) will be emailed to Trustees. Nancy shared that Hampton recently had one of these visits. This is not a criminal action, but if they break Trustees approved Policies, such as our Code of Conduct, (this is on the library website), then the staff can inform the patron of the policies and how they are breaking them, ask them to stop; if they don’t stop, ask them to leave; explain that if they do not leave, the Library can/will call the Police as they are now considered criminally trespassing.

The Policy committee may review the Code of Conduct Policy and any other that might be relevant to this trend. There is a Confidentiality of Library Records law in New Hampshire,

Bylaws – since we were short a couple of members and we will be having the changeover of three positions, the chair thought it would be better to wait until next month for the first official reading of the proposed new Bylaws. The Bylaws were loaded up to share during the meeting on Zoom so Terry did a fast review through them.

PFL Trustee manual – Terry also explained that the committee is developing a Manual for our trustees that contains as much procedural information as we can, one example would be to include the yearly budget cycle and recurring programming calendars.

VI. Building and Grounds- Michael

Purpose of meeting was to form a recommendation to the Board on the refurbishing of the wood floors. Nancy informed the Committee that the Finance Committee had already budgeted \$8750 for the project. ~~\$6,000~~ \$3,300* could come from the operating budget and the rest (\$5450*) from donations. *Changes found and made while reviewing the budget planning document later in this meeting.

In reviewing the 3 bids there was an issue of providing 220v electrical for the equipment. It might make sense to have a 220 outlet put into the generator room for future use. Nancy will research.

There were 3 bids and all had good references. The most recent two were well under the original \$8750. There were a few other differences, such as number of layers put down

The Committee decided to make a recommendation to the board that the Zach Powers Company be hired at \$4076 + \$140 if they had to supply their own 220 electrical with a generator.

Motion to discuss hiring Zach Powers to refurbish the wood floors on the main floor at a cost of \$4076 plus \$140 if he needs to provide the 220v electric generator: Michael Seconded: Sherry

Discussion: Terry asked for clarification that Zach Powers would provide the dust control measures. Tom asked if there was a preference for oil or water treatment. Nancy’s research found that “the Oil really stinks” but all sources said they would not use anything else. The recommended company could

not get to the project until June, but that may be to our advantage as the windows can be opened for air flow, and allows time to arrange for a 220v outlet. The project will take about 7 days: 3 days for sanding and the rest for applying the oil base urethane.

The Chair moved the motion for voting. Roll call vote: Unanimous Approval.

On the question of the 220v electrical outlet the Board requests that Nancy research putting it in.

Ralph left the meeting at 7:00 pm. There was still a quorum so the meeting continued.

VII. Library Director Reports - Nancy

Financial reports: Nancy reviewed on Ralph's behalf a few details of the 2021 Budget Planner that the librarian and Treasurer set up each year to track funds from different sources for expenditures in various categories. This year the Town allocation was larger so it was not as difficult to plan.

When reviewing the Capital expenditures it was noted that the budget figures in the Building and Grounds minutes about the refurbishing the wood floors were incorrect. Michael will make the change in his minutes and the changes were annotated above.

Town trusts are funds that have been given to the Town of Warner for the benefit of the Library. These are administered by the Warner Trustees of Trust Funds to administer and make yearly disbursement. The 2020 check was received during January 2021.

Library statistics – circulation remains lower than pre-COVID book circulation, the ILL statistics are starting to catch up to last year's numbers, especially the outbound books.

Children's Services: planning has begun for Summer Programs, to be held in a distanced manner.

Nancy's involvement in the Town is well known. This year she is the Chair of the JLMC – Town Safety Committee, and is participating in the EOC (Emergency Operations Center), and the COOP (Continuity of Operations Plan).

VIII. Old Business Nothing brought up at this time

IX. New Business

Introducing the current Trustees and their positions, to the candidates for Trustee. Discussion of the Officer positions.

Question from Nathan on how to reach out to people without transportation, specifically the Senior housing. Food Pantry makes deliveries there, and if we can determine a need we might be able to work a joint delivery.

Nancy noted that this was Rhonda's last meeting and thanked her for her service. The Board agreed.

X. Motion to adjourn: Sherry Second: Terry Unanimous approval by roll call.
Meeting adjourned at 7:31 PM.

Next meeting: March 16, 2021, at 6:15 PM.

Respectfully Submitted, Terry Hathaway, Chair