

FINAL
Pillsbury Free Library Board of Trustees
Tuesday, September 15, 2020
Meeting Minutes

Present: Michael Simon, Judy Pellettieri, Teresa Hathaway, Tom Heise, Ralph Parsons, Rhonda St. James, Library Director: Nancy Ladd

Absent: Mary Pelkey, Jim Zablocki, David Bates, Sherry Colfer

Meeting began at 6:08 PM. This was a virtual meeting, using Zoom.

Roll Call

Minutes of the August 18, 2020 Trustee Meeting were reviewed. Terry Hathaway made a motion, seconded by Michael Simon, to accept the minutes as amended. Roll Call vote: Unanimous approval.

Minutes of the September 7, 2020 Emergency Meeting were reviewed. Terry Hathaway made a motion, seconded by Judy Pellettieri, to accept the minutes as amended. Roll Call vote: Unanimous approval.

Financial Report: Ralph reported that expenditures are on track for this time of year. Funding for the ionization improvements will be discussed at the next Financial Committee meeting. Nancy will report on anticipated expenses and compare things we have to do with things we can put off. Michael suggested that we consider reducing our request in the town warrant and Ralph agreed that if we can find some funds to use from this year's allotment this could defray the Capital Reserve request. This will be discussed at the next committee meeting.

Ralph spoke to ~~the~~ TD Bank about the Redington Trust and awaits communication about the coming Probate meeting on Sept 30.

Motion to accept the Financial Report made by Terry, seconded by Rhonda. Roll Call vote: Unanimous approval.

Ralph left the meeting at 6:41.

Building and Grounds Report: The stained glass installation and requirements by the Arts Council for receiving the grant were discussed. Tom will coordinate with Nancy and send thank you notes to legislators as suggested by the Moose plate grant reports. Announcements will be made to acknowledge the support of the grant through the library newsletter, Facebook album, and the possible addition of a gift card of these two stained glass windows.

Gutter cleanout is needed on the Depot Street side of the library building and will be done by Tim Hayes.

Programs and Publicity Report: Upcoming virtual programs under discussion include a Black History month presentation to include the works of John Lewis, a possible NH Humanities program on the Irish Famine in March, the Edible Books contest and a spring Pet Show. Library communication with Simonds School and local homeschoolers is ongoing.

Personnel and Policy Report: The discussion of difference between Policies and Trustee Bylaws continued. The final guidance from the board was to Propose that a portion of the current Policies Relating to Trustees be added to the Library Bylaws, the remaining information could be included in a PFL Trustee Manual, and the existing policy itself be removed. This serves as a first presentation to the board and there will be motion reflecting this change made at the next trustee meeting.

The Library Director evaluation form was shared, as well as the staff evaluation form for peer evaluation of the Director. Changes may be made to simplify these forms for next year. Trustees should print and complete their form and return it to Terry by September 30, 2020.

Terry shared information from the NHMA/Primex webinar she attended. She will share the slide document she downloaded with Trustees.

Corresponding Secretary Report: Tom has sent five thank you notes to various people for the generous help provided for the summer program.

Library Director's Report: Nancy reports that there has been steady usage of the library during past months, and new borrower cards issued. Kanopy numbers and costs were reviewed, as well as the Inter-Library Loan status. Nancy outlined the ongoing work on the air circulation. Ads placed in the Kearsarge Shopper were shared.

Michael Simon made a motion to adjourn, seconded by Rhonda St. James. Roll Call vote: Unanimous approval.

Meeting adjourned at 8:15.

Respectfully Submitted,
Judy Pellettieri,
Recording Secretary

Next meeting will be on Oct. 17, 2020 at 6:00 pm