

**FINAL**

**Pillsbury Free Library Board of Trustees  
November 17, 2020**

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

Meeting began at 6:03 PM. This was a virtual meeting, using Zoom.

**I. Recording Secretary Report – Judy**

Review of October 20 minutes. Judy made a motion to accept the minutes as edited. Seconded by Michael. Roll Call vote: Unanimous approval.

**II. Corresponding Secretary Report - Tom**

Tom had nothing to report this month. Nancy will be giving Tom information on Raymond James Charity so he can send a thank you note.

**III. Programs and Publicity Committee – Judy**

Minutes of the Nov. 9 meeting reviewed. Nancy updated Trustees about Circle of Friends recent meetings regarding auction. They will be decorating the outside of the library for holidays on Nov. 28, with rain date of Nov. 30. All are welcome to assist.

**IV. Treasurer's Report - Ralph**

The library has received an anonymous donation of \$1,000 via Raymond James Charitable. This year's budget remains on track, despite COVID expenses.

**V. Financial Report – Ralph**

COLA percentages of 1.3 – 2.5 were considered for library employees. Since we do not provide step increases, it was agreed that a 2.5% increase could be provided for all employees.

Ralph made a motion to raise employee's salaries by 2.5%. Michael seconded. Roll Call vote: Unanimous approval.

The Library Director's salary increase was discussed. Nancy left the meeting for this discussion at 6:34. Jim shared data comparing PFL

director's salary to approximately 50 other NH libraries, as well as how it compares to Department heads in the Town of Warner. Both hourly wages and annual salaries were discussed.

Ralph made a motion to raise the Library Director's salary to \$26.92 per hour, showing a 3.9% increase. Seconded by Rhonda. Roll Call Vote: Passed by a majority vote.

Nancy rejoined the meeting at 7:00.

Two CD's in the Sugar River Bank were reviewed.

**VI. Building and Grounds** - This committee did not meet this month.

**VII. Technology** – This committee did not meet this month.

**VIII. Re-Opening Task Force** – Terry

A summation of the last meeting was given, noting that the current “mid-term” position is one of a holding pattern, and it is not possible to predict the “long term” position right now. Four statements were considered to assist staff and trustees when answering questions from the public about reopening.

The Trustees answer: The Pillsbury Free Library is currently meeting its mission of providing library services to the Warner NH community and beyond. When we (the Trustees) feel that it is reasonably safe for our staff and our public we will consider taking further actions. If the Covid virus comes into the library some or all library services would stop for an indefinite period.

The Staff and Librarian Answer: The Pillsbury Free Library is currently meeting its mission of providing library services to the Warner NH community and beyond. At this time, the Library Board of Trustees does not feel that it is safe for our staff or our patrons to allow the public to enter the building and browse our collections. If the Covid virus comes into the library some or all library services would stop for an indefinite period.

The task force will reconvene in late January and assess the situation.

**IX. Personnel and Policy** – Terry

The goals this committee suggested for the library director were shared.

Goal 1: Start to develop a Transition plan with all Nancy's knowledge to pass on to the next Librarian whenever that might be. This is a long term goal.

Goal 2: Facilitate, with technology and finance committees, development of a plan, funding and contracts to fix the library website to work on mobile devices.

Goal 3: Examine areas of maintenance that can be delegated or contracted out.

Terry made a motion that we accept these three goals for Nancy. Michael seconded. Roll Call vote: Unanimous approval.

#### **X. Library Director's Report - Nancy**

Nancy has decided not to include renewals in circulation statistics. Also, the check out period will be extended from two to three weeks to reduce the need for renewals. A new PC computer has been purchased for Nancy's office. A computer was also received for the microfilm printer housed at the library, funded by the Town's Records Preservation CRF. Schedules and other data reviewed.

Motion to adjourn made by Jim and seconded by Michael.  
Roll call vote: Unanimously approved.

Meeting adjourned at 7:57.

Next meeting: Dec. 15, 6:00 p.m.

Respectfully Submitted,  
Judy Pellettieri, Recording Secretary