

**FINAL**

**Pillsbury Free Library**

**Board of Trustees**

**December 15, 2020**

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

**Absent:** Rhonda St. James

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

**I. Recording Secretary Report – Judy**

Review of November 17 minutes included the change of the wording of the last paragraph of the library director's report to indicate that the funding for the microfilm printer is the Town's records Preservation CRF.

Michael made a motion to accept the minutes with the edit. Seconded by Jim.  
Roll Call vote: Unanimous approval.

An edit to the approved goals for the Library Director was suggested by Terry for Goal #1.

Terry made a motion to open a discussion to amend this goal. Judy seconded. Terry suggested removing the words "with all Nancy's knowledge" in the first goal. Michael suggested adding the words "Library Director's" to the transition plan. Terry made a motion to amend first goal to "Start to develop a Library Director's Transition plan to pass on to the next Librarian whenever that may be. This is a long term goal". Jim seconded. Roll Call vote: Unanimous approval.

(Ralph joined the meeting at 6:17)

**II. Treasurer's Report / Finance Committee- Ralph**

\$6,909 in donations has been received so far in 2020, including money from the Circle of Friends auction items sold recently.

Ralph made a motion, seconded by Michael, that we do not take \$3,300 from the town to help with library operating expenses. Roll Call vote: Unanimous approval.

The 2021 Budget included an Income totaling \$218,854, and Operating Expenses totaling \$212,678. A placeholder of \$1000 was suggested for

computer expenses per year over the coming years. Excess money in total can be used for HVAC and historic improvements upstairs. The health insurance line has been further reduced due to a decision by the Select board to change the Employee coverage plan.

Two new items were added to the budget, Zoom fees and newsletter service contract, both now listed under Programs and Publicity. The need to return to using a bookkeeper was discussed and \$1500 has been allocated to pay someone to do this work.

A motion by Ralph was made to accept the 2021 budget as presented at this meeting and seconded by Jim. Roll Call vote: Unanimous approval.

The Finance Committee decided to bring the subject of bonuses to the Board. Two substitutes were doing more work during past months than they usually do, without benefits (Holiday pay) and salary increases for 2021 will not impact them. Nancy suggested we consider giving bonuses to the two subs for 2020. Michael suggested waiting until January to further discuss this topic so it is not coming at the same time as pay increases, however Nancy noted that we may have the money in this year's budget and not next year's. Discussion followed of the hours worked and how to recognize this added work. Jim suggested that the minimum bonus be at least \$50.

Michael made a motion to provide a \$50 bonus to the two substitutes for recognition of taking on more regular duties during COVID, without benefits that other staff receive. Sherry seconded. Roll Call vote: Unanimous approval.

### III. Programs and Publicity Committee – Judy

Minutes of the Dec. 1 meeting were reviewed. Three events were discussed from New Hampshire Humanities To Go. Funding for the February event was discussed, and David said that he will contact an anti-racism group in town to see if they are interested in co-sponsoring the presentation.

### IV. Corresponding Secretary Report - Tom

Tom has sent four thank you notes to people who have recently given money or other donations to the library. Nancy added that one donation was made in the Children's Librarian's honor.

### V. Personnel and Policy – Terry

One part time (2 hour) employee has decided to resign. Other staff members can take on her hours in the future, or the position can be

advertised, but a sub is being used for now.

#### VI. Library Director's Report - Nancy

Nancy shared that circulation statistics are still lower than last year, but are increasing. November borrowing is approximately double that of September. The Ion counter was loaned to another library. Books have been donated to Head Start. Dates for future meetings reviewed. Three Trustee terms are up in March, and one member announced that they are not planning on running again, and one other member with 2 years remaining plans to resign but is willing to remain as an alternate.

VII. New Business: Appreciation was extended to the Finance Committee and library director for extensive work on the budget. Nancy thanked Trustees for being a considerate, engaged Board and a pleasure to work with.

Meeting adjourned at 7:37 p.m.

Next meeting: January 19, 2021, at 6:15 p.m.

Respectfully Submitted,

Judy Pellettieri,

Recording Secretary