

Pillsbury Free Library
Board of Trustees
January 19, 2021 -FINAL

Present: Trustees Terry Hathaway (Chair), Jim Zablocki, Michael Simon, Sherry Colfer, Ralph Parsons, Tom Heise, Judy Pellettieri
Library Director: Nancy Ladd
Guests: Heather Otten, David Bates (resigned January 2021, guest until confirmed as alternate).
Absent: Rhonda St. James

Meeting called to order at 6:07 PM. This was a virtual meeting, using Zoom. The Chair read the Emergency virtual meetings authorization preamble.

I. Recording Secretary – Judy

Review December 15, 2020 minutes. Edits included removing the word “an” from “an Income totaling \$218,854”.

Motion to accept minutes as edited made by Judy, seconded by Michael.

Unanimous approval by roll call.

II. Corresponding Secretary – Tom

Tom has written 3 thank you notes since the last meeting.

III. Programs and Publicity – Judy

Minutes of January 5 meeting shared. Monthly Humanities to Go events are planned for three Wednesdays at 6:30 p.m. These will be called “Looking Back: Wednesdays-To-Go from Pillsbury Free Library”

February 10 - All Eyes Are Upon Us: Racial Struggles in the Northeast

March 3 - Ireland’s Great Famine in Irish-American History.

April 3 -Jennie Powers: The Woman Who Dares.

Nancy will publicize these events on Facebook, in the library newsletter, the Kearsarge Shopper, the town calendar and through emails. Information will be shared with the cosponsors. Michael suggested advertising these events in the Concord Monitor as well. Nancy explained she will do that through CitySpark online.

(Ralph joined the meeting at 6:25 P.M. David left the meeting at 6:28 P.M.)

IV. Treasurer’s Report – Ralph

There was no Finance Committee meeting this month. The 2020 Budget vs. actual was reviewed, noting that unanticipated \$8400 COVID expenses were covered with reallocated funds, donations and savings from facilities, so expenses and income did work out. Michael shared that at the Town Budget Committee meeting he explained the library operating expenses. 94.6% of the personnel budget was spent, even during the pandemic.

Motion made to accept the treasurer’s Report by Michael, seconded by Jim. Unanimous approval by roll call.

V. Library Director’s Report - Nancy

Nancy shared that physical items circulated for the year were fewer than last year, but online checkouts increased significantly, resulting in total circulation of almost 60% of the previous year's, in spite of the building being closed to visitors for 9 months. She reviewed donations and notecard sales that have come in. Nancy attended a NHLA-IT Zoom Panel on conferencing platforms. The newsletter is gaining popularity with individuals and groups in town. Story time attendance is light. Craft bags are being added to children's book orders.

Filing dates for the 3 Trustee openings were shared. Trustees were encouraged to find people to run for these openings. Jim and Rhonda are not renewing, and David has stepped down in favor of being an Alternate. Heather Otten and Nathan Kendrick have expressed interest.

VI. Personnel and Policy – Terry

The two-hour employee will remain on the employee roster, as she is interested in being a substitute. Work on Trustee Bylaws is ongoing. Trustees will receive suggested changes before the meeting where these are discussed, with a goal of doing this in February before new trustees join the board. The annual Investment Policy Review will be carried out by the Finance Committee then brought to the Board for approval. A Social Media policy is under consideration, with focus on handling virtual meeting participation guidelines.

VII. Building and Grounds – Michael

The committee did not meet.

Nancy has received a bid for finishing the floors, but will be seeking other possible bids.

VIII. Reopening Task Force – Terry

Terry will email members of the Task Force to see if they feel there is a need for another meeting.

IX. New Business: Trustee meetings will be changed from 6:00 to 6:15 so Ralph is able to join meeting on time after work. Terry will open the Zoom link half an hour before the meeting begins to ensure links are working.

X. Michael moved that we adjourn. Jim seconded. Unanimous approval by roll call.

Meeting adjourned at 7:25 p.m.

Next meeting: February 16, 2021, at 6:15 P.M.

Respectfully Submitted,

Judy Pellettieri,

Recording Secretary