

# **Pillsbury Free Library Board of Trustees**

**Tuesday April 21, 2020**

**Meeting Minutes - FINAL**

Present: Michael Simon, Judy Pellettieri, James Zablocki, Ralph Parsons, David Bates, Rhonda St. James, Teresa Hathaway, Tom Heise, Sherry Colfer, Mary Pelkey (alternate); Library Director: Nancy Ladd

Absent:

Meeting began at 6:00 PM., via Zoom. This meeting was recorded.

The meeting began with Terry reading the Preamble and reviewing rules for posting, public participation and voting during a virtual video meeting.

A roll call was conducted of the board members who reported if they were alone in the room or had someone else with them and the name of such a person.

All Members were present and there were no guests either in member's homes or online.

## **1. Recording Secretary's Report: David Bates**

**Minutes from the last meeting, with a few typos corrected, were approved unanimously by roll call**

**Motion: Jim Zablocki Second: Ralph Parsons**

## **2. Corresponding Secretary's Report: Tom Heise**

The Town Clerk was contacted with a list of new officers.

A thank you note was sent to a donor.

## **3. Treasurer's Report / Finance Committee Report: Ralph Parsons**

Two major fundraisers, Wine and Cheese Auction and Flea Market, were canceled. The Fall Foliage Festival book sale is uncertain at this time. The Annual Appeal is on hold during these difficult times. Money from past donations has been used for second and final payments for shelving and lighting. The cost of utilities is down from previous months by approximately 40%. Employees hours are slightly lower due to one not coming in so as not to expose others, and no substitutes needed for staff leave. \$2000 refund is being requested from the Building Capital Reserve Fund for the first HVAC engineer payment..

**Treasurer's report was accepted into the minutes.**

**Motion: Michael Simon                      Second: Ralph Parsons Accepted into record by roll call**

## **4. Personnel/Policy Committee: Judy Pellettieri**

Terry reviewed the changes highlighted in the 2nd reading of the personnel policy. All changes were related to the elimination of a probationary period for library employees, due to employment laws. Judy Pellettieri made a motion to accept the changes made to the policy, and it was seconded by Jim Zablocki. Approved by all.

There has been a waiver for fingerprinting of new employees during this time. The Emergency Response Policy is in need of revision, due to this pandemic. It was agreed that a Re-opening Task Force would benefit PFL as it begins to resume former services that were offered, pre pandemic.

## **5. Building and Grounds Committee Report: Michael Simon**

One stained glass window has been completed and one is in progress. The HVAC plans and RFP for heating units were discussed. A plumber will be contacted to clean out the kitchen drain pump. LED bulbs have been installed and are very bright. Refinishing the wood floor in the old section upstairs was put on hold as it seems too expensive to do right now. (One quote was for \$8500).

#### **6. Programs and Publicity Committee: Judy Pellettieri**

A discussion was had concerning ways the library can maintain a presence and offer programs during the pandemic. Virtual offerings and social distancing ideas were shared. David explained the way Simonds School is holding virtual classes and the daily structure that is offered. It was felt that it would be optimal for library programs to mirror this format, as best as possible, as the children are used to it now. The library is currently taking part in a free trial of Kanopy, a movie program and Ancestry Library Edition resource can now be accessed from home. Future committee considerations will include ways to have a summer program in July and August. This is something Sue is currently discussing with other NH Librarians.

#### **7. Library Director's Report: Nancy Ladd**

Nancy reviewed the monthly report, including statistics, cancelled and upcoming events, and online meeting schedules.

**Other business:** There was a discussion about the grandfather clock and the intent of the raffle winner. Terry will call her to discuss her wishes.

The Chair asked each member to let her know by email which committees they wish to participate in this year, and asked for two new committees, one for Warner Master Plan updates and one for planning how to re-open the library safely when the time is right.

Mary Pelkey was appointed at the Trustee Alternate. Michael Simon made the motion and Jim seconded. Tom will go to Town Hall to file Mary Pelkey's name as the Trustee Alternate.

**Motion to adjourn** made by Jim Zablocki, seconded by Judy Pellettieri. Unanimously approved by roll call. Meeting adjourned at 8:41 PM.

Next meeting will be held on Tuesday, May 19, 2020 at 7:00 PM.

Respectfully Submitted,

Judy Pellettieri,  
Recording Secretary