

Pillsbury Free Library Board of Trustees

March 16, 2021 Annual Meeting

Present: Michael Simon, Ralph Parsons, Teresa Hathaway, Tom Heise, Judy Pellettieri, Nathan Kendrick, Heather Otten, Dana Myskowski, Library Director: Nancy Ladd

Absent: Sherry Colfer

Meeting began at 6:18. PM. This was a virtual meeting, using Zoom. Terry read the Town of Warner's Meeting Preamble During Covid-19 Emergency. Terry took the role call.

I. Introductions: Trustees introduced themselves to one another, giving a brief description of how long they have lived in Warner and how long they have served on the library board.

There was a check to make sure new and renewing trustees have been sworn in at Town Hall.

II. Election of Officers: Review of positions and duties, including Chair, Vice Chair, Treasurer, Assistant Treasurer, Recording Secretary and Corresponding Secretary. Michael nominated Terry as Chair, seconded by Ralph. Terry nominated Michael as Vice Chair, seconded by Tom. Michael nominated Ralph as Treasurer, seconded by Terry. Nathan volunteered himself as Assistant Treasurer, seconded by Ralph. Terry nominated Judy as Recording Secretary. Dana volunteered to be Corresponding Secretary, seconded by Nathan.

Michael moved that we have the secretary cast one vote for the entire slate of officers, seconded by Nathan. Roll Call vote: Unanimous approval.

2021 Trustees Officers

Chair – Teresa Hathaway

Vice-Chair – Michael Simon

Treasurer- Ralph Parsons

Assistant Treasurer – Nathan Kendrick

Recording Secretary- Judith Pellettieri

Corresponding Secretary – Dana Myskowski

III. Recording Secretary Report – Terry reviewed the minutes of the February 16 Trustee Meeting. Minor edits were made. Motion made by Judy, seconded by Tom, to accept the minutes as edited. Roll Call vote: Unanimous approval.

IV. Financial Report - Ralph reviewed the various finance forms. Nancy requested a color printer for the Children's Room. Ralph made a motion to accept the \$500 unanticipated donation, seconded by Tom. Roll Call vote, Unanimous approval. Ralph made a motion, seconded by Tom, that the board uses up to \$500 of the unanticipated donation for a color laser printer for the Children's Room. Roll Call vote: Unanimous approval.

Terry made a motion that we update the signatories with the banks to remove the names of Michael Simon and Rhonda St. James, and add Teresa Hathaway and Nathan Kendrick. (As Treasurer, Ralph Parsons will remain.) Michael seconded. Roll Call vote, Unanimous approval.

V. Corresponding Secretary Report - Tom has written three thank you notes since the last meeting. Tom will give the corresponding secretary binder to Dana.

Moved by Michael that we accept the Financial Report, seconded by Terry. Roll Call vote: Unanimous approval.

VI. Review of Committees:

Programs and Publicity report included a review of the Humanities-To-Go presentations, and possible future presentations.

Personnel and Policy March 9 minutes were reviewed. It was proposed that the name in the Holiday Section of the Policy Manual would reflect a change of the holiday name from Columbus Day to Indigenous Peoples' Day. This will be voted on next month. Ongoing work is occurring for the Bylaws and a Trustee Manual. Library Director's performance evaluation forms by Trustees and staff are also going to be reviewed by this committee in 2021.

Re-Opening Task Force - Cleaning and quarantine procedures were reviewed. This ad hoc committee will meet again to consider reopening and procedures.

Building and Grounds - The flooring improvements were reviewed and will begin June 14.

Technology - Goals and future tasks need to be reviewed.

Each committee will need to be represented in the Master Plan, noting the library goals for the next 5 - 10 years.

VII. Interest in serving on the following committees was shared.

Programs and Publicity - Judy (chair), Dana, Heather, (Sherry will be asked if she wants to continue.) First Tuesdays at 6:00 p.m.

Personnel and Policy – Terry (chair), Judy, Michael (Second Tuesdays at 6:00 p.m.)

Re-Opening Task Force – Tom, Dana, Terry, Michael, Heather

Finance Committee – Ralph, (chair) Nathan, Terry (Thursdays before board meetings)

Building and Grounds – Sherry (chair), Tom, Michael, (possibly Thursdays at 5:00 p.m.)

Technology – Nathan, Michael, and Dana. They will decide when to meet and who will chair.

Nancy and Terry will send emails helping to set up meeting days and times.

VIII. Library Director's Report – Nancy reviewed data and statistics, with a comparison to last year's numbers. Grants, donations, programs and the calendar were reviewed. Sue is attending a discussion on Preschool readiness during Covid. Nancy reminded trustees about the upcoming orientation sessions by the NH Library Trustee Association.

IX. New Business - Michael brought up a question about whether we need to recommend David Bates to the Select board for the alternate position on the library board. Terry stated that we could have three alternates, who can be appointed for trustee meetings. Judy asked if Tom could send thank you notes to Jim, Rhonda and Mary for their time on the board.

Nancy noted that when people ask when the library is reopening, the staff response is that we are starting to talk about it. Procedures for health checks, children's room furniture and toys, etc. are being discussed. Terry stated that safety and health of employees is of utmost concern. Nancy noted that it would be nice to have an outdoor book sale in May in order to clear out existing surplus books

Motion to adjourn made by Judy and seconded by Michael. Roll Call vote: Unanimous approval.

Meeting adjourned at 8:19 p.m.

Next meeting: April 20, 2021, 6:15 p.m.

Respectfully Submitted,

Judy Pellettieri, Recording Secretary