

**Pillsbury Free Library  
Board of Trustees Meeting**

**Tuesday, April 20, 2021**

**FINAL Minutes**

Present: Teresa Hathaway, Michael Simon, Judy Pellettieri, Ralph Parsons, Tom Heise, Sherry Colfer, Heather Otten, Dana Myskowski, Nathan Kendrick (6:25) Library  
Director: Nancy Ladd Visitors: None

Meeting began at 6:18 PM. This was a virtual meeting, using Zoom. Terry took the roll call and reviewed the agenda.

**1. Recording Secretary's Report:** Terry reviewed the minutes of March 16. Minor edits were made and Michael moved that these minutes be accepted as revised, seconded by Judy. Roll call vote: Unanimous approval.

**2. Treasurer's Report / Finance Committee Report:** Ralph reviewed the three financial reports in order to help explain them to new trustees. These included the Balance Sheet Monthly report, the Budget versus Actual report and the Profit and Loss Monthly report. Trustees were reminded that they would receive all three reports each month.

The Finance Committee will try to meet within the next two weeks. The Investment Policy needs to be reviewed and approved every year. The Policy was included in the meeting information/ package for Trustees to review and it will be voted on at the May meeting.

Motion to accept Treasurer's report made by Michael, seconded by Sherry. Roll Call Vote: Unanimous approval. Accepted into record.

**3. Corresponding Secretary's Report:** Tom sent thank you notes to the three outgoing trustees. Dana emailed the Town Clerk, Select Board and Town Administration listing new officers and sent a thank you note for a generous donation.

**4. Reopening Task Force:** This committee met on March 26 to consider if the library is ready to reopen. The Trustees will set the reopening policy and the Director will set the procedures. It was noted that the doors and windows could be opened this summer and curbside pickup would continue.

Terry made a motion, seconded by Dana, to discuss this issue. Dana shared that the New Hampshire Nonprofits held a reopening session and she will send the recording link to trustees. It was felt that a sign should be posted on the doors when we reopen, pointing out procedures to follow and noting that this is per order of the Library Trustees and in keeping with CDC guidelines. Nancy will ask other library directors what procedures they have put into their policies.

A “soft reopening” was considered for the week before the floor is being redone and the library will be closed to visitors. Terry made a motion to table the previous motion on discussing this issue. The possible reopening will be determined after the next reopening task force meeting and after additional guidelines coming out in early May. Seconded by Heather. Roll Call Vote: Unanimous approval. Accepted into record.

**5. Programs and Publicity Committee:** The three Humanities-to-Go programs have been completed. A few other films and a book talk are under consideration for the future. Nancy is working with Sue Hemingway on a program to assist homeowners in making their homes more energy efficient. The Pet Parade is changing into a virtual event where pictures are submitted of pets dressed as a character in a favorite book. This would be held during the summer, possibly in conjunction with the Tales and Tails children’s summer program. An outdoor book sale is being planned on June 5 for the library’s discarded books. There are two family events being planned with Squam Lake Science Center and the Telephone Museum.

**6. Building and Grounds Committee:** Sherry reviewed the floor project timeline and preparation plans. The Master Plan proposals were reviewed, included the chimney repair. Other discussions included a 5-minute parking space, CIP Projects, new carpet and a memory lab.

**7. Technology Committee:** Michael reviewed the two past meetings when goals were reviewed. Changing technology needs and the community needs were considered. Various upgrades, broadband connectivity and long term planning for federal grants were discussed. Technology needs for the Meeting Room were considered, as well as future budgeting for new staff computers and inventory of existing equipment.

**8. Personnel and Policy Committee:** There was a second read on the change in personnel policy to amend the holidays, as of April, 2021. This changes the title of the October paid holiday from Columbus Day to Indigenous Peoples Day. Terry made a motion to adopt this change, seconded by Judy. Roll Call Vote: Unanimous approval. Accepted into record.

There was a 1<sup>st</sup> review of the revised Bylaws.

**9. Old Business:** Status of committee goals for the Master Plan remains a work in progress.

**10. New Business:** Terry asked if new trustees were able to sign up for orientation training.

**11. Library Director’s Report:** Nancy shared that the newsletter has been available for a year and described ways it has changed. Circulation statistics and donations were reviewed. The shed door has been repaired and outside cleanup work completed. Sue has given field trips to Simonds School students on the story time walk and other school visits are being planned. Calendar events were reviewed.

There was a motion to adjourn, made by Judy and seconded by Sherry.  
Roll Call Vote: Unanimous approval.

Meeting adjourned at 8:22 PM.

Next meeting to be held on Tuesday, May 18 at 6:15 PM.

Respectfully Submitted,

Judy Pellettieri, Recording Secretary