

**Pillsbury Free Library
Board of Trustee Meeting**

Tuesday, May 18, 2021

Virtual meeting using Zoom and recorded - Meeting Called to order at 6:15 pm

Roll Call Members Present: Chair: Teresa Hathaway, Michael Simon, Tom Heise, Sherry Colfer, Dana Myskowski, Nathan Kendrick, Ralph Parsons
Library Director: Nancy Ladd Members Absent: Judy Pellettieri, Heather Otten
Visitors: None

Announcements: Chair stated that her goal is to make the meetings more efficient and timely. Since most of the material to be covered is provided via email in the reports package sent out by the Director, all reports should concentrate on Highlights and action items.

I. Recording Secretary's Report: Terry reviewed the minutes of March 16, 2021. Minor edits were made.

Motion to accept the minutes as amended: Nathan Seconded: Tom
Roll call Vote: Accepted Unanimously

2. Treasurer's Report / Finance Committee Report: Ralph briefly reviewed the financial reports.

Financials: All of our Sugar River accounts are now identified as Municipal Accounts and will be earning .4% interest.

The Investment Policy was presented for the second time and it was noted that nothing had changed from last year.

Motion to accept Investment Policy: Michael Seconded: Sherry
Roll Call Vote: Accepted Unanimously

The Treasurer will be starting a new regular monthly process to bundle all the donations received in a month for the Trustees to accept at the monthly meeting.

Donations: Ralph asked Dana to explain sustaining monthly donations and how this works. Her experience is from the donor view. More information is needed on the receiving end to see if the Library can set up to receive this type of donation. Nathan did a quick look at Square and it appears that this might be an option. Ralph stated that he would like to have an end of the year Annual Appeal in December 2021. Sherry mentioned that there is an annual Day of Giving right after Thanksgiving.

Financial committee voted to pay for the \$122 a year for the Post Office Box, as opposed to buying and erecting and maintaining a roadside Mailbox across the street by the Telephone Museum.

Motion to accept Treasurer's report: Nathan Seconded: Dana
Roll Call Vote: Accepted unanimously

3. Corresponding Secretary's Report: Dana reported on correspondence she had with a generous donor who made the following statement, We "congratulate you & your staff for doing a great job with the newsletter. We both look forward to having it arrive every week so we can catch up."

Dana will send a Condolence note to Linda Hedrick's husband on behalf of the Trustees.

4. Programs and Publicity Committee: Work continues on the Pet Program, Outdoor Book Sale(June 5th 9:30-12:30) and Button Up program. New in the works is a Sept Workshop on Well Water Testing. There is also interest in hosting some sort of Food Literacy program with UNH, Warner Connects and the NH Rood banks.

5. Building and Grounds Committee:

The Planning Board said they would approve a Master Plan whenever we give it to them.

The Town Meeting did approve our Capital Reserve Fund Warrant of \$47,000 as the next installment for the HVAC system. This is estimated 1/3 of what we might need. -

The committee is looking at sound proof Privacy Pods for the library that could replace the long wall mounted computer table. ARPA Grants could possibly be used for this purchase.

Update Nancy had a conversation with USDA -VT/NH and they said to put in for anything like this or energy efficiency. (HVAC – Nancy requested the engineer look for a 3rd quote) These grants can be obligated to up to 5 years.

6. Technology Committee: Still working on goals and looking for new ideas for 5 years ahead.

Nancy provided information on the current ARPA Grant cycle. PFL should be receiving up to \$1322 in the first round. These funds are to be used for projects that address the needs of disadvantaged groups, meet equity of access needs, meet CIPA guidelines, are technologically innovative, but cannot be for construction projects.

Possible items on the list at this time are; a 10x20 ft water proof tent, a sound system for outdoor programming, paper and ink for distribution of hard copies of the newsletter, updated signs and/or repair of signs, all of which we believe meet the grant requirements of equity of access, service and innovation.

The Tech Committee recommends to the Board that we allow the Director to apply for the first round of ARAP grants of \$1322 to purchase a sound system and if affordable, a tent, possibly consumables and/or new signage.

Motion to allow the Director to apply for the first round of ARAP grants of up to \$1322 to purchase a sound system and if affordable, a tent, possibly consumables and/or new signage.

Motion: Michael Seconded by: Sherry

Roll call vote: passed unanimously

The Board discussed the items suggested, when they would be needed and looked at our current donation fund for coverage until the grant funds are released. Nancy will also be able to talk with the State Advisor for these grants, to confirm these items fit the grant purposes.

Motion to allow the Director to purchase: a 10X20ft water proof tent, a sound system for outdoor programming, consumables and possibly new signage, in advance of the grant submission and approval dates, if State advisor deems them to be suitable for grant purposes.

Motion: Terry Second: Ralph

Roll Call Vote: approved unanimously

7. Personnel and Policy Committee

Personnel From the April meeting

The Personnel Committee recommends the Board of Trustees extend paid COVID leave, as outlined in ARPA's specifications for voluntarily offering 2 weeks paid COVID leave in 2021, with the new provisions that includes paid leave for vaccination appointments and reactions.

Nancy's update – Warner Board of Selectmen has approved this extension and new provisions

Motion: that the Board of Trustees extends the paid COVID leave in 2021 with the new provisions for vaccination appointments and reactions: Terry Second: Sherry

Roll Call Vote: Approved unanimously

Policy

Terry presented the new PFL ByLaws for the 2nd time

Motion to adopt the new PFL Bylaws: Michael Second: Ralph

Roll Call Vote: approved unanimously

PFL Bylaws Adopted May 18, 2021

From the PFL Manual currently being drafted, a proposed standardized labeling of the computer files. Board and Committee minutes will be formatted the same. The trustees were asked to work with system for a few months and be able to critique or make suggestions etc before the manual becomes final.

PFLTrusteesMinutes 2021-05-20WorkingDraft - for minutes being reviewed and edited

PFLTrusteesMinutes 2021-05-20DRAFT –Draft ready for public viewing (within 5 days of meeting)

PFLTrusteesMinutes 2021-05-20FINAL – approved by the Board at the next meeting (filed with or replaces Draft within 3 days of the meeting)

Nathan said it looks good, would use the dashes and full names because if doing a search you might not find the files.

8. Reopening Task Force:

This meeting was called because we knew that NH was to announce new COVID protocols on May 6th. Removing “Safer At Home” for Universal Best Practices.

After discussion of the new Universal Best Practices, it appeared that not much had actually changed for the Library.

Discussion on a possible date to reopen for in-person visits moved from a possible soft opening to waiting until after the floor project was finished and the library put back together. Nancy suggested June 28th to allow for any delays in the floor project.

The Re-Opening Committee recommends the Trustees consider authorizing the Library to open the Building for in-person visits, on or about the 28th June 2021, with appropriate COVID 19 protocols.

Questions about mask wearing – who makes the decision, the Trustees or the Director. Although it appears to be procedural and would be a Director decision - If the Trustees officially make or approve the decision then the Director has back up. The staff appear to be comfortable with opening with masks.

Motion to Open the Library Building for in-person visits, on or about the 28th of June 2021, with appropriate COVID 19 protocols: Terry Second: Sherry

Roll Call Vote: approved unanimously

Sherry gave a brief update from the NHLTA Conference on re-opening. Libraries should have Firm and Clear, policies for the opening i.e. must wear Masks, what doors to use, where to return your books etc...

It was decided to give this to the Policy Committee although it will not be a policy but will be based on the policies already in place. All Board members are invited to attend this meeting on June 8th at 6:00 pm.

9. Director’s Report

Quiet in April but appears to be picking up in May.

2 groups of 2nd graders and a Kindergarten class will be visiting – starting on the outside and then a quick walk through of the building.

The Library will be closed on Sat July 3rd for the 4th of July Holiday.

ARPA Grants

2nd round will be competitive and possibly more than \$10,000 – no construction – starts in August with Deadline in Sept, Decision in December, spending in 2022

Possible items for this grant

- Privacy Sound Pods
- The Town of Warner is thinking about getting equipment for Hybrid meetings, Nancy has asked if they could include the Library in the town submission
- Time for Every Trustee to brainstorm

Word seems to have gotten out that the Library will make copies.

10. Other Business

Dana gave a short report on the NHLTA Conference. She and Terry will be sharing information at upcoming meetings and through email.

Motion to adjourn: Sherry Second: Ralph

Roll Call Vote: Unanimous approval.

Meeting adjourned at 8:08 pm

Next meeting to be held on Tuesday, June 15th at 6:15 pm

Respectfully Submitted,

Teresa Hathaway, Chair