

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Meeting
January 18, 2022

Call To Order: 6:33 p.m.

Present: Teresa Hathaway, Heather Otten (Virtual), Nathan Kendrick, Ralph Parsons, Tom Heise, Sherry Colfer, Judy Pellettieri
Library Director Nancy Ladd
Absent: Michael Simon, Dana Myskowski

The meeting began at 6:35.

Minutes of the December 21 meeting were reviewed.

Motion to accept: Terry Second: Ralph Unanimous approval

Correspondence Report – Three thank you notes were sent.

Financial report –

The balance of the operating Fund on Dec 31, 2021 was \$28,779.78 compared to \$775.07 on Dec 31, 2020.

Ralph shared the results of the Annual Appeal: Total of \$8642.37

An unanticipated donation of \$1000 was given by Jeanne and Jim Hand. They propose making donations of \$1,000 quarterly. This will be placed in a separate checking account at Sugar River Bank.

Increased funds are needed for an accountant. The interested person is asking \$250 per month for approximately 4-6 hours per month, or \$3,000 a year.

We had budgeted \$2,000 for a bookkeeper.

Personnel -

Terry made a motion for Nancy's continued employment, as well as the other library employees.

Motion: Terry Second: Nathan Unanimous approval.

There was a motion to accept donations from December 15 through the end of 2021 for \$899.60.

Motion: Tom Second: Terry Unanimous approval.

There was a motion to accept donations from January 1st to present, for a total of \$1,215.

Motion: Ralph Second: Terry Unanimous approval.

At 7:01 p.m. the Chair opened a public hearing for the purpose of discussing unanticipated funds in excess of \$5000.

Discussion of unanticipated funds of \$12,598 from the Institute For Museum and Library Services' "Grants to States" program (ARPA).

There were no members of public present.

Motion to end the public hearing: Ralph. Second: Tom Unanimous approval. The Public Hearing ended at 7:05 p.m.

There was a motion to accept the unanticipated funds of \$12,598 from the Institute For Museum and Library Services' "Grants to States" program (ARPA).

Motion: Terry Second: Nathan Unanimous approval.

Motion to accept the Treasurer's Report as presented.

Motion: Nathan Second: Heather Unanimous approval.

Programs -

Judy reviewed the three Humanities topics that are under consideration:

- New England Quilts and the Stories They Tell ,
- A Walk Back in Time. The Secrets of Cellar Holes,
- Banjos, Bones and Ballads.

The library would like to co-sponsor these events with Main Street Warner Inc. and the Warner Historical Society.

A technology program to educate parents to the dangers of the internet is being considered. The Native American Storyteller has been rescheduled.

Technology

Nathan reviewed how the \$10,000 from the New Hampshire Charitable Funds grant will be spent on technology, including a projector with a ceiling mount and computers. There will also be new OWL devices. for meetings.

The Privacy Pods to be purchased with the ARPA funds will be delivered in the late spring and the committee is consulting with other libraries about policies, etc.

Building and Grounds –

Inspection of sprinkler system and generator will be scheduled. Increased funding will be needed for the HVAC system and conversations have been held with the Selectmen and Budget Committee.

Personnel -

Nancy shared the hiring process has been completed for the open position. Ella Cademartori was offered the position and has accepted. She has library experience with a background in technology and working with young adults.

Motion to start this new hire at \$16.50 per hour: Terry

Second: Tom

Unanimous approval

Motion to accept two new substitutes at the current rate: Terry

Second: Tom Unanimous approval

Zoom session with the Warner Select Board began at 7:30.

Nancy shared that we might get 15% rather than 35% as originally thought, from a USDA grant but getting it is not definite.

This money is needed for the air conditioners and heating system. Any extra monies received could be put towards new carpeting.

The original request of \$39,839 to be placed in the Library Building Renovation and Repair fund will not cover costs of the updated quotes even with grant money. If we do not receive USDA money, \$93,000 would be needed instead of the original request. Costs may also rise. There was a conversation about splitting the money to be spread out over two years. It was decided that \$69,000 would be on the Warrant this year, in hope that a USDA grant of about \$25,000 will be received.

Motion by select board to change the amount requested from \$39,839 to \$69,000.

Passed.

BOS Zoom contact ended at 8:20.

Heather left the meeting at 7:40 p.m.

Policy - Terry reviewed an updated Records Retention Policy split into two parts as first reads.

- Retention and Disposition of Records

- Privacy and Confidentiality of Records.

These policies will be edited and the 2nd read and voting to accept will be at the next meeting.

Director's Report - Nancy reviewed data on library usage. Review of calendar and on going children's events.

Old business: No one knew of any potential candidates for a new board member.

New business: Nathan suggested the Building and Grounds Committee will work on developing a list of maintenance priorities that should be scheduled in the future.

Motion to adjourn by Ralph.

Second: Judy

Unanimous approval.

Meeting ended at 8:35.

Next meeting February 15, 2022 at 6:30 p.m.

Respectfully submitted,

Judy Pellettieri,

Recording Secretary

Minutes Approved Feb 15th 2022

FINAL