

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Meeting
February 15, 2022

Call To Order: 6:33 p.m.

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

Minutes of January 18, 2022:

Edits:

Financial Report, Donations:

Add "15" to donations from December 15 through the end of 2021.

Add "st" to January 1

Building and Grounds:

Remove first sentence: Nathan reviewed upcoming capital improvement projects

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

Change Librarian's Report to Director's Report

Motion to approve minutes with edits: Sherry

Second: Ralph

Unanimous approval

Policy:

Second read of VIII.b: Policy on Privacy, Confidentiality and Retention of Personal and Usage Records

Edits:

Put a space between RSA and 33

Change "may be kept" for a limited span of time to "are kept" for a limited span of time.

Motion to adopt VII.b: Policy on Privacy, Confidentiality and Retention of Personal and Usage Records by Terry.

Second: Ralph

Unanimous approval

First read of Pillsbury Free Library Programming Policy – no edits.

The Policy Committee is working on the "Policy on Requests for Reconsideration of Library Resources" and "Requests for Reconsideration Form". They hope to have the policy ready for presentation to the Board in March or April.

Terry outlined the standardized format that will be used for minutes, including committee minutes. She also reviewed the rolls of standing committees and officers.

Financial Report:

Ralph shared that some funds with multiple bank account locations will be consolidated. PFL has been named a beneficiary in the Pletcher estate. This will take several months to process, and use of will be unrestricted.

Donations from January 11 to February 9, 2022 total \$1125.

Motion to accept unanticipated funds: Ralph

Second: Tom

Unanimous approval

Motion to accept the Treasurer's Report: Heather

Second: Dana

Unanimous approval

Personnel:

Nancy says that the new employee, Ella, is working out very well.

Building and Grounds:

Unexpected maintenance for the 29-year-old elevator, including cleaning, polishing and repacking a leaky piston, will cost \$3300.

Grants were reviewed and long term needs considered.

Programs:

There was a review of the upcoming Humanities programs and potential dates.

Two new programs are being planned: A virtual technology presentation for on-line safety in the home and local invasive species awareness.

Technology:

Purchase of two Meeting OWLS is proving beneficial. One will be loaned out to other organizations. A new projector has been ordered, as well as PODS that will be delivered in the spring.

Specific computers from the NH Charitable Foundation Technology Grant are being considered.

Director's Report:

Nancy reviewed data on library usage and upcoming events. Discussion about sharing information with borrowers on saved costs when they use library resources rather than making purchases.

(Library value calculator).

Old Business:

Terry asked for help with putting away tables and chairs after the meeting.

New Business:

Michael and the trustees thanked Tom Heise for his years of service to the board.

Motion to adjourn: Heather

Second: Ralph

Unanimous approval

Meeting ended at 8:07 p.m.

Next meeting: March 15, 2022 AT 6:30 PM

Respectfully submitted,
Judy Pellettieri