

Pillsbury Free Library, Warner, NH  
Board of Trustees

Trustee Monthly Meeting  
March 15 2022

**Call to order:** Teresa Hathaway(2021 Chair) Called the meeting to order at: 6:36 pm.

**Attendance:** Dana Myskowski, Heather Otten, Judith Pellettieri, Michael(Mike) Brown, Michael Simon(2022 Chair), Ralph Parsons, Sherry Colfer and Teresa Hathaway  
Library Director: Nancy Ladd

Absent: Nathan Kendrick - arrived at 7:47 pm.

Terry welcomed our new member Michael Kevin Brown and welcomed back Sherry Colfer and Teresa Hathaway

**Election of 2022 Officers**

The Trustees were given read-aheads of the Officers and their Duties, and Trustee Committees from the 2021 Trustee Bylaws.

Nominations for office

- Treasurer and Assistant Treasurer – the Chair verified that the Trustees currently in these positions were still willing to remain as Treasurers, with Nathan running for Treasurer and Ralph running for Assistant Treasurer.
- Terry then self nominated herself for Recording Secretary
- Terry nominated Michael Simon as Chair
- Michael nominated Dana Myskowski for Vice Chair
- Heather volunteered to run for Correspondence Secretary

Motion: Terry moved to present the Slate of Officers as one vote: 2<sup>nd</sup> Heather  
Accepted unanimously

Slate of Officers

Chair - Michael Simon

Vice Chair - Dana Myskowski

Treasurer - Nathan Kendrick

Assistant Treasurer - Ralph Parsons

Recording Secretary - Terry Hathaway

Correspondence Secretary - Heather Otten

Motion to elect the slate of officers: Terry 2nd: Ralph Accepted Unanimously

New Officers assume their duties. Chair from here on refers to Michael Simon

**Michael Simon Chair** Michael welcomed Mike to the board and thanked the Board members for all their work in the past year. He thanked Terry for her service as Chair and for her extensive work on policies.

Nathan arrived at 6:47 pm.

**Minutes from Feb 15, 2022 Monthly Board Meeting** – reviewed - no corrections

Motion to accepted the Feb 2022 Minutes: Dana 2<sup>nd</sup>: Nathan Accepted unanimously

**Minutes from Re-Opening Task Force from May 5, 2021**

- The Task Force Committee has not met since May 5, 2021 and the Committee Chair requested that the minutes be finalized by the Board.

Motion to Accept the Task Force Minutes from May 5, 2021 with minor typing corrections:

Motion: Dana 2<sup>nd</sup>: Ralph Accepted Unanimously

**Volunteers for Committees**

- Current Chairs of the 5 committees; Finance, Building & Grounds, Personnel and Policy, Programming and Publicity, and Technology committees, gave a brief description of their committees. Michael mentioned that not all committees need to meet every month.

- The Chair sent around a sign up sheet for members to sign up for these committees. The Chair and Vice Chair will review and work with the volunteers to organize their committees and confirm meeting dates.

**Correspondence Report** – Dana reported that 2 Thank You cards were sent out, one for the Hand donation and one to Thomas Heise for his service on the Board.

**Financial report**

- There were no Financial spread sheets for this month. The Computer that is used to run Quick Books is no longer operational. Nancy and Nathan have been researching a replacement and may have found one, but ran into another road block getting the Library's account with the vendor re-approved.

- Checks are being written by hand and all transactions are being tracked. The monthly acceptance of donations will be delayed until next month.

- Nathan suggested reaching out to the prospective Book Keeper to see if he will still be available when the Library is ready for him.

- Ralph reported on the Town Meeting and the Library Warrant for the Library's Building and Repair Capital Reserve Fund. The warrant was amended from \$69,000 to \$93,000 and passed without issue. This amount brings the fund up to the current (Sept 2021) cost estimate to enable the installation of a new HVAC system to replace or supplement the aging heating system (almost 30 years old) and the cooling system (over 20 years old). (excerpt from the B&G Mar minutes)

- There was a discussion on some wording in the Finance Draft minutes that will be reviewed at the next Finance Committee Meeting. Example of possible wording: "The committee discussed making a motion at the town meeting to amend the Library Warrant....."

Motion to accept the Treasurers report: Judy 2<sup>nd</sup>: Sherry accepted unanimously

**Building and Grounds**

- Elevator maintenance update. The project to repack the hydraulic elevator piston was scheduled for Friday Mar 11, 2022 and although the time quoted for the job was 6 hours they

were finished in 3 hours. Nancy queried them about the initial quote being for 6 hours of work and they kindly agreed to drop the price from \$3,300 to \$2,400.

- In advance of the proposed HVAC project, Nancy has been looking into ways of fixing the loss of heat in the winter and the gaining of heat from the summer sun through the skylights. She talked with Granite State Glass to see if there was a coating, or covering that could be applied to the window glass. The Granite State rep suggested first checking with the Engineers about cross ventilation, and what might be included in the HVAC replacement specs.
- This same Rep has done work in the Building in the past, including a ceiling leak in the joint area between the new and old sections. He looked at the section and could see signs of cracking in the plaster. The next time this is repaired a different method such as Caulking could be used that is more flexible.

### **Personnel and Policy**

Personnel Good news, the 3 new employees are now confirmed, as the Library has received their background checks. Terry was pleased that this did not take as long as she had expected. Nancy reported on the Library's COVID Protocol. The staff still wish to wait at least a few more weeks before lightening up on the mask protocol.

Policy Terry stated that the committee has several policies in the review/rewrite process that still need work before presenting to the Board. The Programming Policy was presented for its Second Read and Acceptance. The draft shows the 2 minor changes that have been made by the committee and the board.

Motion to accept the Programming Policy: Ralph 2<sup>nd</sup>: Heather Accepted unanimously

### **Programming**

Since Judy had been absent at the last meeting, Dana presented this great list of upcoming programs. The three Humanities-to-Go programs are being co-sponsored with the Warner Historical Society (WHS) and one of them with Main Street Warner Inc. as well. (Banjos)

- March 30 Banjos, Bones and Ballads NH Humanities-To-Go
- April 6 Cybersecurity 10 tips for Protecting Data and Devices
- April 16 Indoor Flea Market - Library Friends fund raiser
- April 27 A Walk Back in Time. The Secrets of Cellar Holes NH Humanities-To-Go
- May 14 Spring into Warner
- May 14? Invasive species Talk & Walk (Date to be confirmed)

### **Technology Committee**

The Tech committee presented information on the new town Domain and suggestions/ideas from Dan Watts on a possible new Domain for the Library using the dot gov domain address. The dot gov is considered more secure than dot com or dot net etc... new emails can be created using the dot gov (possibly [library@warnerNH.gov](mailto:library@warnerNH.gov) details will be worked out later) All old emails can be configured to automatically forward to the new addresses.

Motion: Michael moved that the Library take Dan Watt's recommendation and create a new web domain to a dot gov address. Motion: Michael 2<sup>nd</sup>: Nathan Accepted unanimously

### **Director's Report**

-Nancy reported that they have noticed an increase in foot traffic in the Library – seeing both new people and people they have not seen in a while. There have been 17 new borrower cards issued this year as of Mar 15. As foot traffic rises the electronic books circulation is lower.

- There is still a bit of surprise that the Library has a mask mandate but most people will take and wear a mask from the library supply.

- In addition to the ARPA grants Nancy reminded us we get a \$200 grant from NH Humanities-To-Go per program.

- Nancy shared some Training opportunities with the NH Library Trustees Association

### **Old business None**

### **New Business**

MotionTerry made a motion to set up an Executive Committee, that meets as deemed necessary by any member of the committee, for discussion and or actions between Monthly Board meetings. Such meetings would still be public meetings and all discussions or actions would be reported to the Board at the next Board meeting.

Terry also mentioned that an Executive Committee would have to be added to the Trustee Bylaws. A process that would take at least 2 months.

The discussion that followed had many questions wanting to know many details. Terry did not have specifics, just wanted to get the discussion started.

Terry eventually recalled the Motion instead of having it denied, to allow for further planning, investigation and discussion.

Motion to adjourn: Terry 2<sup>nd</sup>: Mike Approved unanimously

Meeting Adjourned at: 8:12 pm

Next meeting will be: April 19, 2022 at 6:30 pm

Respectfully Submitted:

Teresa Hathaway

Accepted as final April 19, 2022