

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
April 19 2022

Call to order: 6:35 pm.

Attendance: Chair: Michael Simon, Dana Myskowski, Judith Pellettieri, Mike Brown, Nathan Kendrick, Ralph Parsons, Sherry Colfer and Teresa Hathaway

Library Director: Nancy Ladd

Absent: Heather Otten

Minutes from March 12, 2022 Monthly Board Meeting – reviewed - minor corrections

Motion to accepted the Mar 2022 Minutes: Judy Second: Ralph Accepted unanimously

Correspondence Report: Nancy reported that she has made up a google spread sheet that is shared with Heather so they can coordinate mail received, sent, and addresses.

Financial report

Donations from Mar 26 to April 13 included: \$25 Annual Fund, \$412 From Flea Market, \$50 Other, \$400 from NH Humanities to Go Programs

Motion to accept Donations \$887.78: Nathan Second: Mike Accepted unanimously

- Nathan reported on the \$1,800 increase in price on the Privacy Pods being purchased through the NH Charitable Grant. The Technology and Finance committees have worked out how to cover this amount by using existing chairs instead of buying new ones with remaining \$930 to come from various funds.

-The Bookkeeper Ryan Poirier will be in on April 21st for an initial review of the Library's operations.

-The Town Administrator has been looking into whether an employee's combined hours at the Library and at Town Hall make her eligible for NH retirement benefits. Ralph and Mike B. will schedule a meeting with Diane Ricciardelli to discuss the impact on the Library's 2022 budget. They will also be discussing how the job descriptions are being combined.

-Nathan presented the monthly financial sheets – Dana asked if we could schedule time to explain more of what these numbers and calculations mean, and how to read the sheets.

Motion to Accept the Treasurers Report: Ralph Second: Terry Accepted unanimously

Building and Grounds

Sherry did a quick review of the ongoing projects, HVAC quotes, reducing solar gain and window shields with Granite State Glass, etc. The committee decided not to continue with the

USDA Application process as there was more work involved than the benefits of a very small percentage of the actual cost that the library would receive.

Nancy reported that the library received \$250 from LCIP for getting in the yearly report on time.

Personnel and Policy

- Terry reported that members of the Committee attended the NHLA virtual meeting on "Preparing for Book and Program Challenges." A lot of information was given which we will be incorporating into our Reconsideration Policy which is currently under revision but not yet ready for presentation to the Board.

-Terry presented the old 2008 "Policy on Amending Policies" and then the new "Policy on Adopting New Policies and Reviewing and Amended Existing Policies" for its first read before the Board.

- During the discussion of this policy, several wording changes were made, including changing the word significant to substantive. The board also concluded that this policy did not need to be sent for legal review.

Motion to NOT send this Policy for Legal Review: Terry Second: Mike Approved Unanimously

The edited policy will be sent to Board members and then be presented for a second read and voting to adopt at the next Regular Board meeting.

Programming

Judy reported that we are coming to the end of this year's series of Humanities-to-Go programs with the April 27 "A Walk Back in Time: The Secrets of Cellar Holes."

Upcoming Programs

-May 14th Spring into Warner with the Invasive Species Talk and Walk at 2:30pm

-Sue will be using the book Stone Soup as a lead into the dry goods Soup Jars that the children will assemble for the Food Pantry.

-Sherry shared a project to help the people of Ukraine. The Slavic Baptist Church in Londonderry is collecting and shipping supplies. They have the connections to find out what is needed and where. Pastor Jim is willing to have the Church be a local collection point.

Library involvement could be in getting the word out. More to come on this.

- Feedback on the Cybersecurity talk has been very positive for its very practical advice.

Although there were not many people in attendance on the night of the talk, it was taped and is being shared with family and friends.

Technology Committee

Reported on status of Tech purchases from the two grants. The Projector has arrived and will be mounted by Peter Ladd. The Bookkeeper's computer was replaced and is operational.

Nathan requested help in getting the rest of the new computers set up when they arrive.

Director's Report

Nancy reported that usage statistics continue to gain ground from 2021. The library was closed to the public at this time in 2021. The staff feel that the traffic flow is back to normal. They issued four new cards in past two days. In March they had a total of 16 new cards. As of April 19th there have been 11 new cards for the month.

Nancy noticed a trend in the Inter-Library-Loans requested by other Libraries. More children's books are requested than adult books.

- The 2022 Summer Reading Program's theme will be "Oceans of Possibilities."

- Judy Pelletieri donated a book that will fit right in with the Ocean Theme. Anglerfish: Seadevil of the Deep by Elaine M. Alexander Illustrated by Fiona Fogg. Alexander is the Children's Librarian of the Deep River Public Library in Connecticut

Personnel and Library Hours

An employee has asked if she can shuffle her scheduled hours. At the same time, Nancy has been considering adding back one late evening that the library would be open. She will be working these two issues together, and hopes to have this in place very soon. The board believes this to be fully within the duties and responsibilities of the Director to make and institute this type of decision.

Old business

Nancy brought up the Town Master Plan and the Library's contribution to it, which is technically overdue. It should be redone every 10 years. This is a document to plan where we want to be in 5-10 years; it helps to have this up to date when applying for grants.

New Business

The Trustee Liaison with the Friends Group may ask them if they have an interest in suggesting what the Library should do with the funds raised at the Flea Market.

Another Fund raiser may be a Book Sale on the same weekend that the Indian Museum has their Plant sale. This was done last year as a smaller sale than at the Warner Fall Foliage Festival.

Motion to adjourn: Terry 2nd: Mike Approved unanimously

Meeting Adjourned at: 8:12 pm

Next meeting will be: May 17, 2022 at 6:30 pm

Respectfully Submitted:
Teresa Hathaway