

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
Oct 18th, 2022

Attendees: Chair Michael Simon, Teresa Hathaway, Dana Myskowski, Heather Otten, Judy Pellettieri,
Michael K. Brown, Nathan Kendrick, Ralph Parsons, Sherry Colfer
Library Director: Nancy Ladd

Call to Order: 6:30 PM

Minutes of September 20, 2022 meeting

Motion to accept the August 16 minutes with a few gramatical changes and correction of the spelling of Nicholas Edraos' name as annotated on the draft copy: Dana 2nd: Ralph Motion Approved

*Note slight change in order of reports.

Correspondence - nothing to report

Personnel – Terry presented the Director Evaulations for 2022. The results were good with many good comments from both Staff and Trustees. The Personnel committee were able to use the ratings in particular the use of the rating “U=Unable to evaluate”, to formulate goals for the Trustees.

Nancy's Personal Goals

1. To find the time to get paperwork organized (as part of the eventual transfer to a new Director).
2. To get the Bookkeeper's area cleared out and set up a Memory lab in that area.

Personnel Committee Goal for Nancy

To organize her office paperwork etc to make her job easier.

Personnel Committee Goals for the Trustees

- 1.To help Nancy obtain her goals – possibly free up some time by assisting her.
2. Assist in the preparation for the eventual transfer of Director duties to a new person.
3. Review Director Job Description and rewrite as necessary.
4. Work with Trustees on areas of the Job Description that are hard to observe and that they may not be familiar with etc...

Nancy commented that she used to organize and send minutes for all the Trustee committees, but in recent years the Trustees have stepped up by taking their own minutes and reports with the Board Secretary doing the follow ups.

Motion to accept goals as presented: Terry 2nd Ralph Accepted Unanimously

Policy – Terry presented the Policy for Use of Library Equipment for a 1st read.

- This Policy was originally 3 policies grouped under one document, but adopted separately. The revised policy combined 2 of the policies “Equipment Use in the Library” and “Equipment for Loan” into 1 Policy.
- The third part, “Policy on De-accession” will be a stand alone policy and will be presented later after more research is completed.

Finance

- Nathan presented a review of his estimation of Budget figures for the 2023 Budget, based on historical data and new costs, such as increasing energy costs and new retirement figures for the children’s Librarian and cost of living raises.

-- At this point he shows a short fall of \$7,000, but will be fine tuning as more information on personnel and energy costs come in. The budget drafts will be presented to the Town Budget Committee in November.

-- The library has several options to deal with short falls including use of trust funds, cutting hours and fund raising.

-- Michael brought up the Annual Fund Drive which if it is to be continued needs to be started very soon.

Motion that we go forward with the **Annual Fund Drive:** Dana 2nd Terry Approved Unanimously

-- The WFFF Book Sale brought in \$2664.51 in donations. The Library has been giving 15% of the annual proceeds as a donation to the WFFF Committee. This year that will be \$400(rounded up).

Motion to accept the \$2,644.51 donation from the Book Sale and to make a donation of \$400 to the WFFF Committee: Nathan 2nd Mike B. Approved Unanimously

Motion to accept the in-kind donation of \$50 from Pro-Select Windows: Nathan 2nd: Mike B. Approved Unanimously

Dana asked to see the numbers on COLA using the current COLA compared with lower and higher figures.

Motion to accept the Treasurers report: Terry 2nd: Mike B. Approved Unanimously

Programming - Judy gave an update on past and future programs.

- The Button UP program had 12 in-person and 2 on-line participants.

- Resiliency Workshops – new name for a series of programs on the 3R’s Reduce, Reuse, and Recycle.

-- On Nov 10 There will be a sewing project “Shopping Bag Workshop” with help from the 4-H group and other local sewers.

--Other possible programs that could fit under Resiliency are Budgeting workshops and Estate Planning (to include In Memoriam gifts) and the NH Humanities To Go Programs.

- Sherry will offer a babysitter workshop in April or May 2023

- Well Water testing Mar 2023

- Lyme Disease – May

- Preventative Care for youth

Building and Grounds

- Mini Splits update – After getting answers to some questions the Committee decided to accept the quote from Paradigm. A check for 50% of the quote has been mailed. Start date is pending.
- Gutter project update. Nancy discovered through a different contractor that the Gutter contractor had retired and never let Nancy know. Nancy is now on the hunt for a new gutter repair contractor
- The Masonry work was finished last week.
- The Generator panel was finally replaced. Even though it was only a small piece that failed probably due to a voltage fluctuation, the whole panel had to be replaced. The \$2,900 bill will be paid then submitted to the Library insurance policy.

Technology did not meet in October

- Nancy wanted the committee to take note that there have been many enhancements to the Owl Conferencing system and we will look into upgrading.

Director's Report

- Nancy and the library Staff report that Library use is back to pre-covid levels if not more. Lots of questions and visits including Tourists visiting Warner.
- NH Assistant State Librarian brought someone to see the Library privacy booths. Another NHSL staff member brought, set up and demonstrated the slide copy machine.
- The Town is looking for someone to teach Town Employees how to use a Fire Extinguisher. This is required safety training. Nathan may be available to help out.

Motion to Adjourn: Terry 2nd: Nathan
Meeting adjourned at 8:16 pm
Next Meeting will be Tuesday Nov 15th, 2022 at 6:30 PM

Approved Unanimously

Submitted by Teresa Hathaway
FINAL

PFLTrusteeMinutes 2022-10-18FINAL