

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
December 20, 2022

Call to order: 6:40 pm.

Attendance in Person: Chair: Michael Simon, Dana Myskowski, Mike Brown, Nathan Kendrick, Ralph Parsons, Sherry Colfer, Teresa Hathaway, Judith Pellettieri and via **Zoom:** Heather Otten
Library Director: Nancy Ladd

Minutes from November 15, 2022 Monthly Board Meeting

- Reviewed one spelling error corrected.

Motion to accept the November 15, 2022 minutes as amended: Nathan **2nd:** Ralph
Accepted unanimously

Correspondence Report:

- Heather sent out 3 notes this month.

Treasurer’s Report

- **Budget:** Nathan presented the DRAFT Budget vs. Actual, a 2 year comparison of 2022-2023.
-- In 2022 we had unexpected funds, a \$100,000 Bequest and \$13,198 in grants.
-- In 2022 Personnel Expenses were \$164,626 and in 2023 are expected to be \$189,000 to \$190,000 due to the Town of Warner opting to cover 100% of benefits and adding dental.
Discussion ensued on how to cover this increase which includes an 8.7% cola.

Motion: Dana moved that the Director and Non-Full-Time employees receive the 8.7% cola:
2nd: Nathan no vote / WITHDRAWN
The Chair opened the topic for discussion, then it was suggested that this topic should be discussed in a non-public session.

Motion: To move to a Non-Public session for the purpose of discussion of personnel salaries: Michael Brown: 2nd: Nathan Approved Unanimously
Non-Public Session 7:40-8:00pm

Public Session resumed 8:00pm

Dana Withdraw her previous motion. Nathan who had seconded the motion, agreed.

- The general consensus was that we need to agree to a 2023 budget now and then spend 2023 researching our resources, funding, pay rates, hours of operation etc. to come up with a viable budget plan for the next few years.

Motion: Dana moved that the 8.7% Cola be given to all employees and the Budget, as presented with the 2023 personnel line rounded to \$192,000, be approved: Dana 2nd Michael B.
Approved Unanimously

- **Thanks** The Chair thanked the Finance Committee; Nathan Kendrick, Ralph Parsons, and Michael Brown, for their work on the Budget. It is an important and at times a difficult and time consuming committee to work on.

-**Donations** for Nov and Dec \$431.08 and \$2,040 from the Annual Fund Drive

Motion: Nathan moved that the Trustees accept \$2,471.08 in donations: 2nd Mike B.

Accepted Unanimously

- Ralph has sent out the first of the “thank you” cards for the Annual Fund donations, Heather and the other Trustees will be helping with this task.

Personnel:

Motion: Terry as the Personnel Committee Chair, and on the recommendation of the Director moves to switch job titles of the current Substitute, Marsha Moyer to Library Aide, and the current Library Aide, Linda to Substitute. 2nd Michael S. Approved Unanimously

Policy: Due to the lateness of the hour the Personnel Committee will hold off on the 2nd read of the “Policy on the Use of Library Equipment” until January 2023.

Programs: Judy made a brief report of the committee’s work on planning for the DIY workshops and other programs.

Building and Grounds: The HVAC punch list has been finished. Nancy requested a quote on upgrading to have more control of the system. Paradigm sent her a quote for \$1,350 that includes installation, 8 controllers and an app that will allow Nancy to control the system from home. This expense is covered under Capital Expenditures.

Motion: Michael moved to accept the quote from Paradigm and purchase the 8 controllers, app and installation. 2nd: Judy Accepted Unanimously

- The Roofing company came with a lift and in one morning repaired all the immediate issues on the roof and temporarily fixed the gutters.

-Primex insurance has accepted the claims for repair of the lightning strike damage minus the deductible. Anticipate receiving about \$3,500 from Primex.

Technology Committee

- Dan Watts recommended building a new website from scratch as our website is not compatible with any current platforms.

Director’s report

-The Charitable grant of \$10,000 has all been expended and the final report submitted
- Next years’ summer reading theme is “Being Kind to Others”. The May play is going to be based on “Charlotte's’ Web” but due to copyrights it can not be locally adapted. Miss Sue has purchased 12 copies of the script and paid the licensing fees so they can produce the play.

Old Business

-Michael reminded the Trustees that we need to recruit new Trustees. The Filing date to be on the ballet runs from Jan 25th to Feb 3rd 2023.

Motion to adjourn: Terry 2nd: Ralph Unanimously approved

Meeting Adjourned at: 8:25 pm
next meeting will be Jan 17 2023 at 6:30 pm

Respectfully submitted by Teresa Hathaway

PFLTrusteeMinutes 2022-12-20FINAL