

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
January 17, 2023

Call to order: 6:34 pm.

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

Minutes from Dec 20, 2022 Monthly Board Meeting

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

Correspondence Report:

- Heather sent out several Thank You notes to the Sew and Take Volunteers.

Treasurer's Report

- **Budget:** Nathan did a quick review of the Financial Statements.
- **Donations:** To date the Annual Appeal total is \$7,139.60. In December we accepted some of these donations leaving \$5,169.62 to be accepted by the Board

Motion to accept \$5,169.62 from the Annual Appeal: Nathan 2nd: Ralph
Accepted unanimously

Motion to move the Pletcher Bequest funds to its own account: Nathan 2nd: Terry
Accepted unanimously

- The Hand checking account has a total of \$2,000. The Finance Committee would like the Trustees to come up with suggestions on how to spend these funds to clear out the account.
- Accountant – The Library has a new Accountant: Ellen Wirth

Motion to accept the Treasurer's Report: Terry 2nd: Mike B
Accepted unanimously

Personnel and Policy

- **Policy** Terry presented the Policy on Displays for the second time. Mike B. had some very good questions/on the paragraph about Political Advocacy in the Library. The Policy Committee will look up some of the articles on this for further view and back up.

Motion to accept the Policy on Displays: Mike B 2nd Terry
Accepted unanimously

- **Personnel** - Terry read a Thank You note from Sue, in appreciation of the Boards' support.
- **Personnel and Policy Motions** – PFL Personnel Policy Manual - Terry presented two **motions** to open the discussion on paid holidays and wording changes for paid sick leave and the requirement for doctor's notes for extended sick leave and return to work. This counts as the first presentation for these changes.
- After some discussion there were concerns with other wording in the bullet points for paid sick leave so the committee will revisit these.
- The Discussion will continue in February and possible vote at that time.

Motions: are attached

Programs: The Programming Committee had not yet met this month but may meet later in the month.

- The Circle of Friends had their first post-covid meeting and expressed their desire to get more involved in Programs as well as other projects.

- Members of the Programming Committee intend to attend COF meetings.
- Next COF Meeting is Feb 16th at 1:30.
- **Warner's Annual Indoor Flea Market** – April 8th Easter Saturday at the Town Hall

Building and Grounds:

- The Director has individually programmed all eight controllers for the Mini Splits. She is able to monitor and change settings from home.

Technology Committee:

- **Website** The Committee members are working on a new website – they were tasked with working with Word Press to become familiar with the process and get content into the site. Once we have content, we can talk about getting a Web designer to fix it up.
- **Technology Grant** – all items for this grant have been received.
- New TV has been mounted on the wall in the Frank Maria Room.

Director's report

- **Circulation** totals continue to rise but not quite up to 2019 pre-COVID numbers
- Pine Rock brought 3 residents to visit the library
- High School Students are back studying (mid-terms) and hanging out. Some are using the privacy pods to study, which was not predicted in the library's application for the grant.
- The portrait of U.S. Senator John Chandler has had to move due to the new heat system. The search is on for proper wall space.
- Chris August and Kurt Hallenborg have almost completed the patching and rebuilds necessitated by the heating project.
- The recent windy rain storm in Dec 2022 resulted in water leaks on the East side of the building.
- The Vaccination Clinic had 13 people show up. One family traveled from Bow.
- The last Elevator inspector noticed that the phone in the elevator was not working. The Director questioned the technician on whether he checks the phone on his every three-month visits. He doesn't, so she was able to track the phone issue back to the lightning strike. The insurance claim has not been closed out so this will be added to that.

New Business

- Michael reminded the Trustees that we need to recruit new Trustees. The Filing date to be on the ballot runs from Jan 25th to Feb 3rd 2023.
- Three members of the Board will not be returning for another term. We will miss them.
- After elections the Board will set up an Ad Hoc committee to study the library's funds as well as pay scales in order to make recommendations for the Budget Committee before the end of summer.

Meeting Adjourned at: 8:05 pm
next meeting will be Feb 21, 2023 at 6:30 pm

Respectfully submitted by Teresa Hathaway
See Personnel Motions attached

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