

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
February 21, 2023

Call to order: 6:32 pm.

Attendance: Chair: Michael Simon, Dana Myskowski, Heather Otten, Judith Pellettieri, Nathan Kendrick, Ralph Parsons, Sherry Colfer, Teresa Hathaway, Mike Brown (arrived at 6:50)
Library Director: Nancy Ladd

Minutes from Jan 17, 2023 Monthly Board Meeting

Motion to accept the Jan 17, 2023 minutes as amended: Terry 2nd: Dana

Accepted unanimously

Correspondence Report:

- Ralph sent out the last several Annual Appeal thank you notes.

Treasurer's Report

- **Donations:** Donations from Jan 12 to Feb 15 totaled, \$1,349.41

Motion to accept \$1,349.41 in donations: Nathan 2nd Judy

Accepted unanimously

- **Budget:** Nathan did a quick review of the Financial Statements.
Capital Expenditures funds: HVAC project is wrapping up
The Library has received the half-year payment from Town Appropriations of
\$108,749.50

Motion to accept the Treasurer's Report: Heather 2nd: Ralph

Accepted unanimously

Personnel and Policy

-Personnel

Nancy outlined the process so far of hiring a replacement for Ella Cadematori, Library Assistant, who had submitted her resignation for the end of February. The Personnel Committee called a special meeting on Jan 31, 2023 to discuss and approve a recruitment ad to meet the *Kearsarge Shoppers* deadline. The advertised proposed work week would be from 12-15 hrs with a salary range of \$17.50 – \$20.50. (Note: at this Board Meeting it was stated as \$18.50 to \$20.50.)

Nancy has received many applications and interviewed some of the people with assistance from Sue and Roger. After picking and ranking her top three, she asked Dana to review the 3 applicants and rank them. The two rankings matched based on work experience, maturity, and factors that can affect longevity in a position.

Nancy's pick is Casey Milender, a retired Science Teacher who has been a Summer Library Volunteer and has excellent references.

Michael Brown entered the meeting at 6:50 pm

As our budget is very tight for the coming year Nancy is not sure of the number of hours and the salary we can afford. She will be working out the details but the Board would like to offer \$19.00 per hour to start.

Motion to authorize the Director to offer the vacant position of Library Assistant to Casey Milender at the rate of \$19.00 per hour: Terry 2nd Mike

Approved unanimously

Since the information on Ella's leaving was put out in the newsletter people have been coming in to say how much they will miss her, and how much they appreciated what she has done for them.

Personnel Policy - 2nd presentation

Motion to approve Juneteenth as a paid holiday for Library Employees and make changes to the PFL Personnel Policy Manual page 9. (rescinded below)

Discussion: Terry explained that Juneteenth has been a Federal Holiday since 2021 with Federal Employees having it as a Paid Holiday since 2022. In New Hampshire it is an Observed Holiday. “Observed” means each state employee can make a decision to work on Juneteenth, take the day off as unpaid, or use one of their floating holidays. Each town, business, etc. can make its own decision if and how to celebrate. The Town of Warner has not discussed this Holiday and they have already set their calendar for the year without adding it to the list of holidays.

- After several minutes of not getting a good sense of the Board one way or the other whether we should make it a paid holiday or not, Terry pushed for some actual feelings about Juneteenth.

Mike B and Judy kicked off new directions for the discussion. The Library does not need be the first to step up to make this another paid holiday. What is the benefit for our patrons if they can’t use the library on Juneteenth but they have to work? How are we and our customers going to understand this date in history, if we don’t educate ourselves and our patrons? Perhaps doing some educational and outreach groundwork first, then consider making it a holiday later. “There is a great deal of value if we emphasize the importance of the day. This is an opportune time to do some sort of historical or cultural programs on or around the day.” (Mike B)

Motion to rescind the previous motion on making Juneteenth a paid holiday: Terry 2nd Nathan
Approved unanimously

Motion to request the Programming Committee with the full support of the Board of Trustees, look into presenting educational and cultural programs to build awareness of Juneteenth as our first Observance of Juneteenth in 2023: Terry 2nd Mike B
Approved unanimously

One further comment was that we should encourage other groups to participate in this awareness and observance programs.

Policy on Displays

Motion to rescind the vote to Approve the Policy on Displays from the Jan 17th meeting:

Motion: Terry 2nd Mike
Approved unanimously

-Discussion: Terry apologized for her mistake on presenting the wrong policy for a 2nd presentation and pushing for the vote during the January meeting. Since this policy had not been presented for a 1st presentation it should not have been voted on. Once we rescind the vote, we can look over the policy again – as the second presentation and then re-vote.

Motion to adopted the revised Policy on Displays: Terry 2nd Mike
Approved unanimously

Programs:

-Judy reviewed some of the upcoming programs including Mar 1st Seed Starting, Mar 11th Ticks and Tick-borne diseases, March 23rd Well Water Testing, Apr 26th Getting Your Garden Ready, and in May a Composting Workshop.

-The Circle of Friends are working to present a series of Artist and Author programs. The first one will be on Apr 28th with Denise Green, Ian Rogers, Mimi Wiggins, and hopefully Larry Sullivan. Ian Rogers has offered to teach very simple car fixes.

Building and Grounds – have not met yet in February

Nancy briefed on the HVAC – still having a few issues with the new system and the Wi-Fi controllers not connecting to WiFi. Dan Watts tested the area affected for Internet service and switched out one device just in case. His testing indicated that there was no problem with the internet, thus most likely a problem with Mini Split Internet devices. Nancy has contacted and is working with both the Mini-split technicians and the oil system company.

Technology

Nathan briefed on the progress with the website. We have ideas of what we want. Now it is about moving information over, and then the design of the website.

Director's Report

Nancy had been concerned about total circulation numbers being way down from pre-COVID numbers and did not come back up Post-COVID. She found that this was due to DVD circulation numbers as during COVID many people learned how to stream music, shows and download books etc.

Nancy mentioned a few more programs, March; Warner Voting Day, set up a Library display/information table, April: Warner Indoor Flea Market, the 2023 National Library Week Theme is "There's More to The Story", and May 9th is NHLTA Trustees Conference.

Last month Nancy reported that the High School Students had discovered the privacy pods. This month she reported that the Magdalen College students have discovered the pods. So far there has not been a waiting line for the pods.

New Business

Michael acknowledged the 3 members of the Board whose terms are up in March, and thanked them for their contributions. This is their last meeting on the Board -for now. They will be missed. Judy plans to be active with the Circle of Friends and we will see them around town, and in the Library.

Heather Otten (3/21-3/23) Judith Pellettieri (3/16 – 3/23) Ralph Parsons (12/16- 3/23)

Meeting Adjourned at 8:20pm

Next meeting will be March 21st at 6:30 pm with new members.

Respectfully submitted by Teresa Hathaway (Terry)