

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
Nov 21, 2023

Call to order: 6:34 pm.

Attendance: Chair: Michael Simon, Dana Myskowski, Nathan Kendrick, Sherry Colfer, Teresa Hathaway, Mike Brown, Jan Gugliotti, Lois Shea Absent: David Elliott
Library Director: Nancy Ladd

Minutes from Oct 17th 2023 Monthly Board Meeting

Motion to accept the Oct 17th 2023 minutes as corrected: Nathan 2nd: Jan Accepted

Correspondence Report Four thank-you notes were sent out this month.

- One sent to the individual who donated funds for this coming year's Children's play license
- Two sent to families who made donations.
- One to a trustee who donated for the Banned Books Bingo

Treasurer's Report

- Donations:

Reed's North donated \$479.24 from the food sales from the Banned Books Fundraiser.

Motion to accept donations of \$479.24 Nathan 2nd: Mike B. Accepted

- Financial Reports: Nathan reviewed the year-to-date Financial Reports. We are still within projected budget levels. There are several months of payroll that haven't been billed for the year as well as other bills that come in late.

We have done well with our interest bearing accounts this year. Nathan projects we will do even better next year.

- Budgets: The budget season has started and Nathan briefed where our Budget is right now. Much is on hold as the Town is still deliberating the Personnel insurance figures.

- Electronic Banking: Mike B. Reported that the Electronic Banking account is finally approved and he has received the Bank fob.

- Annual Fund Drive Nancy inquired if we were doing the Annual Fund Drive this year. It is a bit late but the Board's consensus was that we should not skip a year as it is supposed to be an Annual Drive. Dana will draft the letter, the printer has our setup from last year. Personalizing the letters was discussed and may be done on letters to donors who have given in the past.

Motion to accept the Treasurer's Report: Lois 2nd: Mike B. Accepted

Personnel and Policy

Policy The policy committee does not have a policy to present this month, but should have at least the gifts and loan policy for next month.

Reconsideration Policy. Teresa will be sending out this Policy and the Reconsideration form to the Board for input. Then we will have a practice Challenge to see if our Policy and Procedures pass the test.

Mike B. did a lot of research on the Right-to-Know law and how it relates to Non-public Sessions. It was recommended that each entity should have a Policy/Procedure on Non-Public Sessions.

For instance Teresa would like to know if you have a Non-Public Session and Draft Minutes have been written, do we need to have another Non-Public Session to review and approve the minutes as Final?

Programs and Public Relations: This committee did not meet yet this Month so they did not have anything new to report. They have a meeting scheduled on Monday Nov 27th.

Building and Grounds

Updates:

- The Chimney seal is still looking good.
- Pellettieri's is fixing the granite circle at the base of the front steps.

Master Plan: The committee did a walk around making notes on the Master Plan. A lot has been accomplished since the last rewrite. Nancy talked about the difficulty deciding what to use to justify fixing or updating the building. The trend in the last few decades is that circulation of materials (other than digital or electronic) has gone down. She requests that we all should be thinking about what we need in the next 5, 10, 20 years. Nathan pointed out that it is easier to put away funds in small bits then ask for money for a new roof within a year.

Technology

Website: Nathan needs clarification on where the Library wants certain items. Teresa had been using the tabs that the Library staff worked on but more work needs to be done **before** he builds the pages and links. Case in point, all of the children's information is under News and Events. After some discussion it was suggested that a new main tab should be added for Children and Teens and include all special links and programs. He also requested help with verbiage on landing pages.

Director's Report

Library Visits:

- Peter Curtis, the grandson of **Dolly Mae Sargent** (Librarian from 1922 to 1950) visited the Library recently and noticed her faded picture. He has sent a digital copy of the same picture in full color. Nancy will get it framed.
- 2 Photographers visited, who are working on a book about architectural features of New Hampshire libraries. They will include 2 pictures of each library one of the inside and one outside. Nancy pointed them to several resources such as our [History of Warner Libraries](#).
- 12 people attended the first of two 4-H sewing sessions.
- Sue has a new Monthly Pokemon program with HS helpers.

Motion to Adjourn: Mike S 2nd Nathan
Meeting Adjourned at 8:20 pm
Next Meeting will be Dec 19th at 6:30 pm

Motion carried

Respectfully Submitted by Teresa Hathaway