

**Pillsbury Free Library Board of Trustees
Tuesday February 19, 2019 Meeting Minutes**

Present: Trustees: Michael Simon, Judy Pellettieri, Michelle Allen, James Zablocki, Kathy Carson, Ralph Parsons, David Bates, Rhonda St. James, Mary Pelky; Library Director: Nancy Ladd; Guest: Teresa Hathaway
Absent: Anastasia Glavas

Meeting began at 7:02 PM.

1. Recording Secretary's Report: David Bates

The Board reviewed the January meeting minutes.

The following corrections were made:

- "Kathy Swanson" was corrected to "Kelley Swanson."
- The date of the screening of Food Fight at the Town Hall was corrected to March 30th.
- Minor typographical errors were corrected.

Motion that minutes from the last meeting be approved as amended

Motion: Jim Zablocki

Second: Rhonda St. James

Approved as amended

2. Corresponding Secretary's Report: Judy Pellettieri

Thank you letters were written to:

- The New London Rotary Club for a \$240 donation to be used for laminated books for the story walk.
- An anonymous donor who gifted \$1,000 to be used in children's room through the Raymond James Charitable Foundation Fund

3. Treasurer's Report / Finance Committee Report: Ralph Parsons

The Board reviewed the monthly budget reports.

Two trust funds currently in CDs maturing in August will be put into NH PDIP (Public Deposit Investment Pool) to increase the interest.

In the finance committee meeting there was discussion about the proposed annual fund, and setting a goal for 2019 to raise \$10,000. The committee will be drafting a letter to be mailed to town residents informing them that the Library is starting an annual fund and soliciting donations. After discussing the letter, a goal of providing a draft to review at the next meeting was set.

Branding and a logo for the Library were discussed. The logos featuring a picture of a the building that people like are very detailed, making them difficult to reproduce well on something like a tote bag. A simplified design is needed. Local branded merchandise companies were discussed.

Treasurer's report was accepted into the minutes.

Motion: David Bates

Second: Jim Zablocki

Accepted into record

4. Building and Grounds Committee Report: Michael Simon

The engineering firm that worked on the fire station, WVA Engineering has been approached regarding the HVAC system. They are expected to produce a proposal in a week or two, and if so there will be a special meeting of the

Building Committee on February 28th to review it. DDMI supplied four references, which were contacted, and two responded positively. All proposals will be reviewed at the March 14th meeting.

Tim Hayes, facilities manager from the Town, has reviewed the library's needs with Nancy, and will be able to do some minor repairs and maintenance.

The acquisition of an AED was discussed. It should come in a bag or case so it's possible carry outside, have pads that work for children, and there should be some trainings so that people learn how to use it.

The Board discussed the style, color and material for new rugs in the Frank Maria room. Jim Zablocki will use the Board's feedback in choosing new rugs.

Michael Simon purchased frames for signage around the interior of library. He will have final versions for the Board to look at next month.

6. Personnel and Policy Committee Report: Kathy Carson

The proposed list of holiday closures for next year was discussed. It includes closure on Saturday March 16th for Town Meeting.

A proposal to remove the Pay for Holidays section from the Personnel Manual as it is partially duplicative and creates confusion with the the Holiday Leave for Part-Time employees section of the Manual.

Motion to adopt list of holiday closures for the next year and remove the Pay for Holidays section from the Personnel Manual.

Motion: Kathy Carson

Second: Judy Pelletieri

Approved

Nancy explained that there had been a problem with a dog peeing in the Frank Maria Room. The Board discussed having a no pets policy.

After some discussion, the Board settled on the wording "Pets are not allowed inside the library building unless they are part of a library program. ADA service animals, defined as dogs that are individually trained to do work or perform tasks for people with disabilities, are always welcome. Individuals with service animals must maintain control of the animal at all times." That proposal will be reviewed at the next meeting.

7. Programming Committee: Judy Pelletieri

The Blind Date with a book event went well.

The Murder Mystery event may need to be cancelled because it requires eight actors but there are currently only six.

The Food Fight screening is on track for March 30th with a snow date of the 31st. A flyer will be made to publicize the event.

8. Library Director's Report:

Nancy reviewed circulation statistics with the Board.

Wifi improvements have been completed.

A new story walk book, Good Morning Snow Plow, has been installed.

Nancy reviewed upcoming events on the calendar.

Meeting adjourned 8:30 PM.

Next meeting to be held on Tuesday, March 19th at 7:00 PM.

Respectfully Submitted,

David Bates,
Recording Secretary