

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Annual Meeting
April 18, 2022

Called to order: 6:32 pm.

Attendance in Person: Chair: Michael Simon, Members: Dana Myskowski, Mike Brown, Nathan Kendrick, Sherry Colfer, Teresa Hathaway, Jan Gugliotti Absent Trustees: David Elliott, Lois Shea
Guest: Bradford Bloom
Library Director: Nancy Ladd

Minutes from Mar 21, 2022 Monthly Board Meeting

Motion to accept the March 21, 2022 minutes with minor corrections: Dana 2nd: Mike B.
Accepted unanimously

New Members: Michael introduced Jan Gugliotti who was elected in March
David Elliot and Lois Shea also elected in March were both traveling.

Bradford Bloom was attending as a possible Alternate Trustee, he will let the Chair know if he is still interested in being an Alternate Trustee after seeing us in action.

Election of New Officers

- The current Officers have all expressed their willingness to continue serving in their positions with Mike Brown taking on Assistant Treasurer and Sherry Colfer as corresponding secretary.

Motion to nominate and elect Michael Simon as Board Chair, Dana Myskowski as Vice Chair, Teresa Hathaway as Secretary, Nathan Kendrick as Treasurer, Mike Brown as Assistant Treasurer and Sherry Colfer as Corresponding Secretary, as a single slate of candidates: Dana 2nd Nathan
Approved Unanimously

Treasurer's Report

- Nancy shared that the second page of the Annual Financial Statement was left out of the Warner Town Report. The half sheet was handed out to Trustees to add to our copies of the report and will be attached to these minutes.

- Michael S. gave a brief explanation of the Library's funding which is based on the Town's total Assessed value.

Donations: Nathan reported that the Library has received \$1,266.88 in donations with much of that coming from the Flea Market.

Motion to accept \$1,266.88 in Donations: Nathan 2nd: Mike B. Accepted unanimously

Financial Accounts

- Now that the elections are over and new members seated the Board needs to clean up the signatures on the Sugar River Bank and NHPDIP accounts. (NH Public Deposit Investment Pool)

Motion: To update the signatures on all PFL accounts at Sugar River Bank and NHPDIP, to only Nathan Kendrick, Michael Simon, and Michael Brown, and remove all other names: Nathan 2nd Mike B.

Approved Unanimously

Motion: to create a named account at NHPDIP for the Pletcher Bequest funds of \$100,000:

Nathan 2nd: Mike B. Approved Unanimously

Additional Funding Request - The Programming and Publicity Committee requests an increase in their budget line item from \$300 to \$1,300 for Programs. The Committee is actively looking for new programs and requires funds for speakers. Programming funds come from donations.

Motion to increase the Programming Budget line item from \$300 to \$1,300: Nathan 2nd Sherry
Approved Unanimously

Personnel and Policy

Policy

- Terry presented a new Equipment Policy for the first time to the Board. This policy has been cut down from 2 pages to a half page. The committee believes that this concise policy is clearer and easier to understand.

- Investment Policy The Policy Committee is returning the Investment Policy to the Finance Committee for them to present to the Board for approval. This policy is reviewed and approved yearly and there have been no changes since 2007.

-- Mike B. did have one question about wording on the policy regarding "Priority Order"

-- Since the Investment Policy was reviewed at this meeting it will count as the first presentation to the Board. Therefore when the Finance Committee presents it a second time at the May Board meeting the Policy can be voted on. (Unless there are substantial changes to the Policy)

Personnel

- Nancy reported that the required finger print report has come back and Casey Milender's hiring is now complete.

Programs and Publicity

- Sherry reviewed some of the current and upcoming programs and dates. Dates are listed on the second page of the Director's Report and the committee minutes.

-- Of special note for Trustees are the activities on 3 June which includes a mini book sale. Help from the Trustees would be greatly appreciated, so mark your calendars now. Set up might be on Friday, break down is on Saturday.

-- David Elliott (new Trustee) is working on a free Monthly Writer's Program which he will head up.

--Juneteenth – Terry had meetings with both the Warner Historical Society and the New Hampshire Telephone Museum. WHS would like to co-sponsor an evening slide show program on the Warner Black History Walk at the Town Hall on June 19th. The Library (Terry) will be providing cake and Strawberry Soda for refreshments. The NHTM already has a display that highlights the contributions of Black men who were influential in the history of the telephone systems. They will do more research to see what they can add to the display or incorporate into their programming.

-- Nancy talked with Jody Sloane on a Warner Nature Cohort program. The first program will be on Monday May 15th at 7:00 pm on Zoom. A Forester will talk about managing forests for Carbon Sequestration (Zoom link is on the Warner Events Calendar [Warner Events Calendar | Pillsbury Free Library](#))

Building and Grounds

- Sherry reviewed the status of various issues in the Library.

-- The leak under the lower level door may have been alleviated, at least they did not notice "much" water coming in during the last rain storm.

-- The issue with the HVAC Controllers has been fixed. It was not the Controllers at fault but a faulty switch port. Dan Watts added two POI port splitters but at some point the switch port box will need to be updated or enlarged.

- Nancy reported that Primex (Town Insurance) did its recurring (every 3 yrs) building assessment. (Doesn't include contents) The last visit was in 2017 and was updated in 2020 by formula. Our building is now assessed at \$ 2,390,000.
- The Committee will begin reviewing and updating the Building Master plan this month.

Technology

- Nathan reported on the status of the new Library Webpage. Transferring our Documents one at a time is slow process. The Committee has not found anyone willing to take on the project for a price we could afford. Dana did find one that would do it for a starting estimate of \$15,000.

Director's Report

- Nancy reviewed her Monthly Report for April 2023 that includes among other things Library Circulation Statistics, Programs and a Calendar listing of events for the next 3 months.
- Last month she had reported that more teenagers were coming in and that trend has continued after a recent Readathon at the School.
- School visits to the Library start in May. The Library typically sees a rise in adult users after these visits. This could be due to the children passing on their excitement about the Library and asking their parents to bring them to the Library.
- Nan Cogswell who volunteers to take care of the flowers and the back lawn of the Library has now volunteered to work on the Warner News Scrapbook. The Library staff save Warner related articles from print media for the scrapbook.

Motion to adjourn: Terry 2nd: Nathan
Meeting Adjourned at: 8:50 PM
Next meeting will be Tuesday May 16th at 6:30 pm

Approved Unanimously