

Pillsbury Free Library, Warner, NH  
Board of Trustees

Trustee Monthly Board Annual Meeting  
May 16, 2023

**Called to order:** 6:30 pm.

**Attendance in Person:** Chair: Michael Simon, Members: Dana Myskowski, Mike Brown, Sherry Colfer, Teresa Hathaway, Jan Gugliotti, and Lois Shea, David Elliot arrived at 6:40  
Library Director: Nancy Ladd

**New Members:**

- The Chair requested that Board members introduce themselves to Lois Shea as this was her first meeting.
- David Elliott arrived a 6:40 and we paused during the discussion of the minutes for more introductions.

**Minutes** from Apr 18, 2023 Monthly Board Meeting

Minutes were reviewed and changes made and annotated on the Draft file copy.

**Motion** to accept the April 18th minutes with corrections: Mike B. 2<sup>nd</sup>: Nathan  
Accepted unanimously

**Corresponding Secretary's Report**

Sherry reported that she sent out: 4 thank you notes to the organizers of the Authors and Artist Event; thank you notes to the 2 Artists and 2 Writers who presented at the Event; 1 note to Pellettieri Associates for the mulch and border work; and 1 thank you to Nan Cogswell for the plants outside the door.

**Treasurer's Report**

**Donations:** Nathan reported the Library had received \$622.04 in donations for the period April 12 to May 9, 2023.

**Motion** to accept \$622.04 in Donations: Nathan 2<sup>nd</sup>: Mike B. Accepted unanimously

**Financial Accounts**

Nathan reviewed some of the Financial reports. He explained our funding cycle that is based on the 5 year total assessment of the town, with some years having remaining funds that are banked for the years we have more expenses then funds.

The Library is doing fine so far in 2023 even though the Budget predicts a short fall. There are funds available to cover.

**Motion** to accept the Treasurer's Report: Nathan 2<sup>nd</sup> Mike B. Accepted unanimously

**Investment Policy** The Investment Policy was presented for the 2<sup>nd</sup> time. There were no questions or changes to the Policy.

**Motion** to accept the Investment Policy: Terry 2<sup>nd</sup> Lois Accepted Unanimously

**Personnel and Policy  
Policy**

- Terry presented the Equipment Policy for the 2<sup>nd</sup> time to the Board. While formatting a form for Reserving Equipment to go along with the policy Nancy suggested a few changes. These were reviewed and changed in the policy.

**Motion** to approved the Equipment Policy as amended: Dana 2<sup>nd</sup> Jan Approved & Adopted

### **Personnel**

Dana has been working on a library pay rate study. Terry will be joining her next week to take on some of the research.

### **Programs and Publicity**

- Sherry reviewed some of the current and upcoming programs and dates.
  - The 2 extension programs had small attendance but those who did attend were very appreciative.
  - The artist and authors event was well attended and enjoyed.
  - The June 3<sup>rd</sup> mini book sale is still on, however the other previously planned activities will be presented at a much later date.
    - Volunteers are needed to move and set up tents and tables, move books, staff the sale, and of course break down the sale and get everything back inside. Timing for set up will be determined by the weather.)
- David Elliott, explained a bit about the free monthly writer's program he is working on. The program, Warner River Writer's Workshop is currently planned for the 3<sup>rd</sup> Thursday of the month at 7:00 pm starting June 15<sup>th</sup>.
- Juneteenth – Terry is slowly working on the Juneteenth program at the Town Hall, a trivia board, and a display of Juneteenth Paper Dolls.
- The program committee is looking to offer learning programs for such things as sewing, knitting or crocheting
- The program on Ticks and Lime may be presented in the Fall. Nancy was going to work on getting a license to show the movie Quiet Epidemic. It is now available on Amazon Prime, for rent \$4.99 or on DVD (to be released on May 30, 2023) for \$11.99.

### **Building and Grounds**

- Sherry reviewed the status of various issues in the Library that have not yet been completely fixed.
  - The Committee will begin reviewing and updating the Building Master plan this month.
  - Primex wants the Library to get value appraisals of each piece of art owned by the Library. Other Libraries are reporting that this can be quite expensive i.e. \$750 dollars to appraise 2 paintings.

### **Technology**

- Nathan continues to work on the website. The Tech Committee members were asked to work on diagrams or flowcharts on what we would like to see on each page. The committee can then decide on what diagram we like best before giving it to Nathan to design and build.

**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. Her report will be attached to these minutes.

**NHLTA Conference reports**

**Slides** from most of the sessions are now online at [NHLTA.org](https://www.nhlta.org)

- Michael S. reported on the Grant Writing session – one of his takeaways is that the Trustees can help the Director by preparing, in advance, White Papers, or Standard statements usually requested or attached to a grant request. Another reason to get the Libraries Master Plan updated.
- Michael B. was very impressed by the key note speaker who talked on how to be prepared for Challenges. His title was “The First Amendment: Fighting Censorship through Library Advocacy. Michael B. was also very very interested in “Rent Not to Own” which is about the publishers of digital content who have changed the way they have been pricing “e” content to the point that it is becoming prohibitive for libraries to offer the same services.
- Dana reported on RSA’s & Hot Legal Topics.
- Terry reported on the roundtable discussion, “Bringing the Library Out to the People” The facilitators were both from Massachusetts cities and their introduction was on Book Mobiles, and the first question for us to discuss was “Would you be open to getting a Book Mobile?” Terry’s answer was “No, not in New Hampshire” Most of the group echoed that. There was one Trustee whose Library is working on getting a county wide Book Mobile. The good part of the session was the lively discussion of other outreach projects that are being used by the group.

**Motion** to adjourn: Terry 2<sup>nd</sup>: Jan

Approved Unanimously

Meeting Adjourned at: 8:30 PM

Next meeting will be Tuesday June 20 at 6:30PM

Submitted by Teresa Hathaway