

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
Sept 19, 2023

Call to order: 6:30 pm.

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

Minutes from July 18, 2023 Monthly Board Meeting (no meeting in August 2023)

Motion to accept the July 18, 2023 minutes as amended: Nathan 2nd: Dana Accepted unanimously

Correspondence Report

There were 2 thank you notes sent out since the last meeting.

Thank you notes will be going out to Dr Durand and Lyme disease patient and tick ecologist Kathie Fife for their participation in the Q&A during the Lyme Program.

Treasurer's Report

Nathan reviewed the year-to-date Financial Reports.

- **Donations:** The Donations Report covered 12 July through August 12, 2023

Motion to accept \$161.80: Nathan 2nd Mike B. Approved unanimously

- The Pletcher fund is now active as a separate fund and is making interest. Current amount in the fund is \$100,698.58.

- **Electronic Banking:** The Finance Committee met with Janet at Sugar River to discuss electronic/online banking. Some of our contractors have made the switch to online banking and may start charging extra fees if they have to issue manual bills and accept paper payments for services.

Motion: to implement electronic banking at Sugar River Bank with Michael Kevin Brown as the administrator: Nathan 2nd: Jan Approved unanimously

Motion to accept the Treasurer's Report: Dana 2nd: Sherry Accepted unanimously

Personnel and Policy

Policy The Personnel and Policy Committee did not meet in August. They are still working on several policies, including the Social Media Policy, Child Protection, Volunteers and Gifts and Loans.

- Due to the current book challenge campaigns the Board feels we need to review our Reconsideration Policy.

Personnel Terry will be emailing out the Director's Annual Evaluation Forms. Trustees should fill them out, enclose in an envelope and either mail them back to Terry or Drop off in the Trustee file at the Library by Oct 2nd 2023. Terry will consolidate for the committee meeting on Oct 10 and presentation to the full board on Oct 17th

Programs and Public Relations:

- The Committee has reorganized with Lois as Chair, and Sherry as Secretary

- The Lyme Movie and Talk was well attended with over 40 people in attendance. The program educated people about what is happening with Lyme research and the struggle to get Lyme recognized as a chronic disease. \$ 103 were collected which paid for the movie screening fee.
- Banned Book Week in Oct 2023: the Committee will be hosting a Band Book Bingo program at Reed's North and a Library display of books that have been challenged/banned in the past couple of decades.

Building and Grounds

- Capital Improvement Plan: Nancy reported that the carpeting replacement project is projected for 2025. Current estimates are from \$47,000 to \$70,000 depending on the type of carpet, and cost of moving books and shelves. The Library's Capital Reserve Fund currently has \$70,000 so the Library will not be asking for more this year.
- There are several possible places being checked for the source of the water leaks that continue in the boiler room.
- Nancy is having the person, who repaired the front steps, come back to check on the side stairs and the Chimney.
- Nancy is waiting on quotes for several other projects.

Technology

- Website
- The two people whom Nathan has approached to help with the website design and build will charge \$35 an hour so he estimates it could cost \$3,000 to \$5,000. One individual will help with the "back of the house" engineering of the site, and the other will work tidying up the site working with fonts and colors etc.
- Motion:** to Budget up to \$5,000 but projected to expend just \$3,000 from the Pletcher Fund for local contractors for development of the website. Nathan 2nd: Jan Accepted unanimously

Director's Report

- NE Climate Sustainability: Nancy will be attending a Virtual meeting Nov 8th 2023.
- Nancy is chair of the Town's "Joint Loss Management Committee"
- The Summer Reading Program(for grades 1-5) was a success. There were fewer attendees but they read more and did more projects and appeared to have much more fun. 16 signed up with an average of 10 at each program. Together they read 793 books and Chapters. This years theme was "All Together Now" and one of their projects was to spread red hearts around town. As of this meeting there were still 2 hearts on the doors of Town Hall.
- Next years theme is "Adventures start at Your Library."
- Story Times are super busy. Nancy stated that some families attend story times in several towns each week.
- **Friends of the Library** The Trustees discussed having a time for a meet and greet for Trustees and the Friends and to say thank you to the Friends and other volunteers
- A suggested date of Nov 4th possibly 1-3 was put forward to ask the Friends group, if this might be a good time to get together.
- We will also keep in mind; National Volunteers Week, and Friends of the Library Week are both the 3rd Week of April and National Library Week, is the 2nd week of April.

1st Amendment Audits NH Librarians have been getting calls from an unknown man, warning them of the 1st Amendment Audits. Which gave Nancy the opportunity to remind every one that Kindness, Smiles and Good Service are the key to surviving these "audits".

NEW BUSINESS

250th WHS Coloring Book Discussion - Nancy has been approached several times asking for permission to use an existing image of the library for a coloring book. The summary of our discussion is that we are not comfortable with granting permission for any of the three pictures requested.

Although no vote was taken the consensus was that we may or may not have the right to grant or hand over rights to the 3 original drawings. We also want to protect our Logo picture. However anyone can draw an original picture of the library and use that for a coloring book.

Motion to adjourn the meeting: Terry 2nd Nathan

Meeting Adjourned at 8:23 pm

Next Meeting Oct 17th at 6:30 pm

Respectfully Submitted by Teresa Hathaway