

Pillsbury Free Library, Warner, NH
Trustee Monthly Board Meeting
Oct 17, 2023 FINAL

Call to order: 6:30 pm.

Attendance: Chair: Michael Simon, Nathan Kendrick, Sherry Colfer, Teresa Hathaway, Mike Brown, Jan Gugliotti and David Elliott, Dana Myskowski via ZOOM

Absent: Lois Shea Library Director: Nancy Ladd

Minutes from Sept 19, 2023 Monthly Board Meeting

Motion to accept the Sept 19 minutes as amended: Mike B 2nd: Sherry Accepted unanimously

Correspondence Report

There were 39 thank you notes sent out since the last meeting.

Pellettieri Associates: For the lovely potted Mums at our doorways
\$100 family donation

4 notes to the "Quiet Epidemic" Lyme movie program presenters

7 notes to the Banned Books program volunteers and supporters

26 volunteers who helped with the Book Sale during the Warner Fall Foliage Festival (WFFF)

Treasurer's Report

Nathan reviewed the year-to-date Financial Reports. Currently on track for the year and we have a cushion if needed from funds left over from previous years.

- **Donations:** The Donations from Sept 13 through October 12, 2023 total of \$3,569.12

The Library Book Sale during the WFFF netted \$2,731 in donations.

Program Donations \$308.72 (Quiet Epidemic and Bingo night)

Other Donations: Jar donations: \$30 Patron Donations \$500

Motion to accept \$ 3,569.12 in donations; Nathan 2nd Jan Approved unanimously

-Each year the Library returns 15% of the book sale proceeds back to the WFFF Committee.

Motion to donate \$407 back to the WFFF Committee: David 2nd Nathan Approved unanimously

- **Budget items:** The Finance Committee is beginning to collect data for the 2024 budget.

-- The early prediction for the COLA is 3.2%.

-- The Library Capital Improvement Fund (CIP) has enough funds to cover the carpeting project so right now we are not requesting any money this year.

Motion to approve the Treasurers report: Jan 2nd Terry Approved unanimously

Personnel and Policy

Motion to move to a Non-Public Session: Mike B 2nd: Nathan Approved unanimously

- non-Public Session started at 7:00 pm

Motion to return to public meeting: Nathan 2nd Mike B Approved unanimously

Public session resumed at 7:40

Policy cont

- Nancy reported that Mindy the new Assistant State Librarian has asked if she can use the PFL Policy on Meeting Rooms as a good example for others to follow. Nice to get a little recognition for our hard work on this policy.

- The Policy Committee will present at least one revised Policy in November for the Board's first read.

Personnel

Dana sent out her newest pay rate comparison stats. She has revised them by taking out the towns that have huge tax bases. She will start looking at Job Descriptions in the libraries being studied.

Programs and Public Relations:

- The Banned Book Bingo program at Reed's North was good fun and started some good conversations.
- At Your Library program series will start with 2 NH Humanities programs on Genealogy.
- The successful Writers program is ongoing with 25 + participants..
- The Friends group is also interested in offering programs on banned books
 - The Friends Group minutes of Oct 12th show they are interested in the Trustees' proposal (discussed at the Sept 19th Board meeting) for a meet and greet or social with the Trustees, Staff, and Friends with the possible date of Nov 4th from 1 to 3pm. However the Friends suggested a different date and time(Dec 2nd from 4 -6 pm). As of this meeting Oct 17th they have not made the request in person so Nancy will follow up with them and accept the new date and time.
- Festival of Trees will be run by Christine Frost this year- more to come on that.

Building and Grounds

- Graham Pendlebury (mason) returned to look at the chimney and other masonry projects. Rather than a singular leak or leaks he noticed that the bricks look wet. They are not repelling water. He sprayed the bricks with a sealer and Nancy believes that might be working but will be keeping an eye on it. He also said that the boiler chimney should have a new/larger cap.
- The Director will contact Granite State Glass to look at the sky lights as we may need to replace the windows with more energy efficient glass.

Technology

- Nothing to report

Director's Report Attached statistics, and calendar

- Nancy shared several charts on circulation figures and how there has been a marked decrease over the years in non book materials. For example in the years before COVID 40% of adult circulation was videos and now it is about 10%.
- Coloring Books - the WHS Society has found another concept drawing of the library and the "new" addition that was published in a 1991 library newsletter. They have asked to use that drawing and the trustees were OK with that one as long as they gave the architect credit. Dana has created line drawings of the other views of the Library that they can use.

Old business

- Michael S. brought up the non-public meeting and that we should have stated the period of time it would be sealed. After discussion, the Trustees voted to seal the non-public session minutes and after some research will address the timing of the seal.

Motion to seal the minutes of the non-public session: Mike B. 2nd Jan Approved unanimously

Motion to adjourn: Terry 2nd Nathan Approved unanimously

Meeting adjourned at 8:15pm

Next meeting will be Nov 21st at 6:30 pm Minutes submitted by Teresa Hathaway