

**Pillsbury Free Library, Warner, NH  
Board of Trustees**

Annual Library Trustee Board Meeting  
Mar 19<sup>th</sup> 2024

**Call to order:** 6:31pm.

**Attendance:** Chair: Michael Simon                      Director: Nancy Ladd  
Members:     Dana Myskowski     Teresa Hathaway     Mike Brown  
                     Lois Shea                      David Elliott             Jan Gugliotti  
Absent: (notified in advance) Sherry Colfer  
Guest: Arlon Chaffee (new member not yet sworn in)

Dana presented each Trustee with a PFL Book Bag that she and her husband Jan purchased during a Leap Day Sale for the Library Trustees, staff, volunteers, and Friends. Extra bags will be offered for sale to see if there is enough interest to buy more for resale. Dana paid \$144 for \$75; ordinarily they are about \$225 for 75. Arlon suggested we ask for a donation beginning at \$5.00 per bag.

**Minutes** from Feb 20<sup>th</sup> 2024 Monthly Board Meeting

**Motion** to accept the Feb 20<sup>th</sup> 2024 minutes with minor edits: Dana    2<sup>nd</sup>: Lois

Approved unanimously

**Election of Officers** for 20 March 2024 to 18 Mar 2025

- Michael S. explained that current officers and members remain in their positions until the end of the March Annual Meeting.
- Michael S. and Dana were both voted in for another term. They have both signed in with the Town Clerk. Arlon is waiting on the Select Board to vote on his position. The Select Board are meeting tonight, so Arlon should be officially on the Board soon.

**Nomination of Candidates for PFL Trustee Board Officers:**

1. Michael S. nominated Dana Myskowski for Chair    2<sup>nd</sup> Lois
2. Mike B. nominated Michael Simon for Vice Chair    2<sup>nd</sup> David
3. Mike B. nominated Teresa Hathaway for recording Secretary    2<sup>nd</sup> Jan
4. Michael S. nominated Mike B. for Treasurer 2<sup>nd</sup> Jan
5. Mike B. nominated Jan Gugliotti for Assistant Treasurer 2<sup>nd</sup> Dana
6. After a bit of discussion Lois Shea was nominated by Jan as Correspondence Secretary, with David Elliott offering to help her. 2<sup>nd</sup> Dana. If Sherry Colfer wishes to return to this position, Lois will step down.

As all candidates were running unopposed the following motion was made:

**Motion** to have the Recording Secretary cast one vote for the full slate by Michael S.    2<sup>nd</sup> David

Approved unanimously

“As the PFL Board of Trustees Secretary, I, Teresa Hathaway, cast one vote for the whole slate of officers as nominated above.”

**The PFL Board of Trustees for 20 March 2024 to 18 March 2025 are:**

Chair: Dana Myskowski	Vice Chair: Michael Simon
Secretary: Teresa Hathaway	Corresponding Secretary: Lois Shea
Treasurer: Michael Brown	Assistant Treasurer: Jan Gugliotti

**Corresponding Secretary Report** (Dana filling in for Sherry)

- Dana is catching up on the Thank you notes for the Annual fund.
- Mike B. would like to do something for the Friends group in addition to a thank you card and the book bags. Perhaps host a mixer for the Friends as they did for us. April might be a good time for this as April has National Library Week and National Friends of the Library Week.

**Treasurer’s Report**

- Mike B. walked us through the monthly financial reports.
- Our income right now is looking good having just received ½ of our town allotment. But soon we will need to dip into the donation accounts.
- Nancy gave a brief update on the changes to doubling of the prices for patrons to make copies. In addition to patrons not complaining, due to advertising the increase in costs in the newsletter, more people are coming in to make copies now that they are aware we offer this paid service.

**Donations:**

**Motion** to accept donations of \$820.13 Mike B. 2<sup>nd</sup> Jan Approved Unanimously

**Motion:** Motion to accept the Treasurer’s Report: Jan 2<sup>nd</sup> Michael S. Approved Unanimously

**Pillsbury Free Library Financial Accounts Authorizations**

**Motion:** To Authorize the Treasurer, Michael K. Brown, to contact Sugar River Bank (SRB) and the New Hampshire Public Deposit Investment Pool (NH PDIP) to make the following changes to account authorizations:

- Add: Dana Myskowski, Chair, PFL Pillsbury Free Library Board of Trustees
- Keep: Michael Kevin Brown, Treasurer, Pillsbury Free Library Board of Trustees
- Add: Jan Gugliotti, Assistant Treasurer, Pillsbury Free Library Board of Trustees
- Remove: Nathan Kendrick
- Remove: Michael Simon

**Motion:** Jan 2<sup>nd</sup> Lois Approved Unanimously

Minutes Approved by the Board and Finalized: (date) \_\_\_\_\_.

Signed by Chair \_\_\_\_\_ Vice Chair \_\_\_\_\_

Recording Secretary \_\_\_\_\_

**Personnel and Policy Committee**

The Personnel and Policy Committee did not meet in March. Terry presented a quick update on the policies currently being worked on:

1. After approving the Gifts and Loans Policy another issue was brought up. The committee will be working on that issue in April.
2. Who May Use the Library Policy is the policy that references the costs for Non-residents cards. In February the Board voted to increase the non-resident card from \$50 to \$80 per household/residence. The reference to cost is added as an \* after the line that states the date when the policy was adopted. Therefore, the whole policy does not need to be rewritten just to add the amount as long as the Board has approved it. However, the Director would like to publish some restrictions to the use of the expensive downloadable books contract, and possibly other non-resident information. The Policy committee will discuss this in April.

**Programs and Public Relations:**

- There were two genealogy programs offered, wonderful programs but not well attended.
- For Earth Day in April the committee has been working on getting presenters to offer “fix it” type workshops. It has been hard to find people to do this and they often mention the liability factor. Arlon may be able to help with this program. Nancy mention doing a bike clinic where the volunteer looks over the bike and suggest repairs and or fixes the owner can do or take to a bike shop.

**Building and Grounds**

Currently working on the master plan for the library.

**Technology**

No meeting this month.

**Director’s Report**

- Granite State has the go ahead to replace the two windows, but hasn’t set a date yet.
- Nancy finally got the heat issues diagnosed and fixed. Part of the circulator system had been manually shut off and needed some seals rebuilt on the circulator for a cost of \$225.
- Nancy will be on vacation next week; Sue will have a vacation shortly after that. Marcia (two-hour a week volunteer) will be out for a few weeks.
- Voting Day Table: after taking time to prepare a display on costs vs benefits of the library, a few voters stopped by with questions, but not to discuss the display. Nancy thinks next time she will simply put up a sign that reads “Ask a Librarian.”
- Nancy thanks the returning members and welcomes our new member.
- Wild Apricot – if you get an email from Wild Apricot, it is not Spam. It is the platform that the NHLTA is now using.
- Trustee Training will be on May 7<sup>th</sup> from 10 am to 2 pm. This is an in-person training in Concord, or you can watch the videos. Dana will forward the link to the videos.
- The NHLTA Conference and Annual Meeting is June 5 in Concord. The \$50 registration fee can be paid by the Library. Dana invited people to send her their registration email, which she will compile and send to Nancy so the Library may pay all the registrations at once.

**New Business**

Nancy is looking to replace the original library table in the non-fiction area, which is heavy and difficult to move. The Friends group is looking at replacing it with two smaller and lighter tables that can easily be moved with the help of the state prison store. The chairs are also original; Nancy would like to keep at least two of them and possibly auction off the others.

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

Approved Unanimously

Meeting Adjourned at 8:00 pm. Next Meeting: Apr 16<sup>th</sup> 2024 at 6:30 pm.

Respectfully Submitted by Teresa Hathaway

FINAL Copy Signatures for SRB and NH PDIP:

Signed by Chair \_\_\_\_\_ Vice Chair \_\_\_\_\_

Recording Secretary \_\_\_\_\_