

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
Apr 16, 2024

Call to order: 6:31pm.

Attendance: Chair: Dana Myskowski, **Members:** Arlon Chaffee, Jan Gugliotti, Lois Shea, Mike Brown, Michael Simon, Teresa Hathaway **Absent:** David Elliott

Library Director: Nancy Ladd

Minutes from Mar 28th, 2023 Special Board Meeting

Motion to accept the Mar 28, 2023 minutes: Mike 2nd: Michael Accepted unanimously

Treasurer's Report

Mike B. reviewed Financial Reports for Mar 14 to Apr 10. Income and expenditures are on target for the year.

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|-------------------|-------------|------------|---|
| Donations: | Annual Fund | \$350 | |
| | Flea Market | \$697.25 | (donations for table space, snacks and Friends sales) |
| | Total | \$1,047.25 | |

Motion to accept donations of \$1,047.25: Mike B. 2nd Jan Accepted Unanimously

- Sugar River Bank and NHPDIP have received the needed signatures and paperwork to add the new People to the accounts. Accounts should be ready this week or next.
- The bookkeeper, who has been out for several months, will be coming back to work next week. The Director has been carrying this load during her absence.

*Mike B. thanked Nancy for taking on all the extra work of a bookkeeper.

*Nancy has heard of a patron who has passed away and whose obituary names the Library as the beneficiary for memorial donations.

Motion to accept the Treasurer's Report: Lois 2nd: Michael S. Accepted Unanimously

Correspondence Report

Lois wrote thank you notes for additional Annual Fund donations and to the Friends for the gathering. New Thank You notes will be sent to the Circle of Friends for the Authors and Artist program and for their work on the Flea Market.

Cards signed by the board Members:

1. Thank you to Nathan for his time on the Board and as Treasurer.
2. Thank you for service and get well to Sherry Colfer who resigned for health reasons.

Committee Action Items

(see Committee spread sheet attached to the meeting Agenda for topics of interest)

Programs and Public Relations:

- Posters for the upcoming programs: Lois requested Board members post them around town.
- S&W Sports donated giveaways for people who attend the Bicycle repair clinic
- Final accounting of the Flea Market (table fees started coming in early Feb 2024):

| | | |
|-------------------------|--------------------|-----------------------------|
| \$400 from Friends sale | \$16 from a raffle | \$221.25 from the bake sale |
| \$572.53 table fees | minus \$200 in ads | = NET of around \$1010. |

The Flea Market is a fundraiser and public service, and it creates good will in the community.
-For Earth Day, April 22nd, Nancy is creating a Library display; she is looking for items that the Trustees may use that replace plastic.

Personnel and Policy

Terry handed out a sheet on how to format minutes, when to send the Draft and Final minutes (within five days of the meeting) to the Recording Secretary, and the correct labels for each committee.

Director's Report (see handout attached)

- The new Town Administrator has initiated the process for getting a "P-Card" via the state of NH for authorized town personnel to use instead of personal credit cards. Nancy will be looking into this for the Library since she is currently using a personal credit card for some expenditures and being reimbursed.
- Currently the Director attends all five committee meetings each month. Terry checked the PFL Bylaws and they do NOT state that the Director has to attend all committee meetings.

New Business

- Number of meetings of the Board and committees per year: members will discuss in their meetings.
- Agendas and Minutes: For the next month committees are asked to email agendas and minutes to the whole board. The board will discuss reactions in May.
- New Trustee search: We need to find two or three interested persons to be Board members, either as a one-year appointee or as alternates.

The Future and Strategic Planning / Long Range Planning:

- How are we going to measure our value to the community in the future? Counting book circulation figures do not work anymore in this day of the internet.
- Equipment, space, and service – what else can we supply and how do we quantify it into figures that make sense for the bean counters?
- Does it make sense for the Board to join NH Nonprofits to access programs to help us plan for future?
- How will we prepare for the future retirements and new hiring?

Motion to adjourn: Teresa 2nd Mike B.

Meeting Adjourned at 8:35 pm

Next Meeting: May 21st, 2024 at 6:30 pm – *The new Town Administrator will attend to meet the Board.*

Respectfully Submitted by Teresa Hathaway