

Pillsbury Free Library, Warner, NH  
Board of Trustees

Trustee Monthly Board Meeting  
June 18, 2024

**Call to order:** 6:40 Pm

**Attendance:** Chair: Dana Mykowski **Members present:** Arlon Chaffee, David Elliott, Jan Gugliotti and Teresa Hathaway **Absent/Excused:** Lois Shea, Mike Brown and Michael Simon

**Library Director:** Nancy Ladd

**Minutes** from May 21, 2024

**Motion** to accept the May 21<sup>st</sup> minutes with minor corrections: Terry 2<sup>nd</sup>: Jan Accepted

**Treasurer’s Report**

Assistant treasurer Jan Gugliotti gave a lighthearted review of the Financial Reports for May 16<sup>th</sup> through June 12th. We are on target for the year and anticipating Calm Seas, Fair Winds and Following Seas. Many Memorial Donations were made for Anna Allen and Betty Proulx and more are still coming in. **Donations**

Special Purpose Donations	\$ 143.54
<u>Memorial Donations</u>	<u>\$1,999.82</u>
TOTAL	\$2,144.36

**Motion** to accept donations of \$2,144.36: Dana 2<sup>nd</sup> : David Accepted

**Motion** to approve Library Director Nancy Ladd as authorized P-Card holder to spend for the Pillsbury Free Library, as recommended by the Library Finance Committee.

Discussion: this is a NH State program that is administered for Warner Town Departments and the Library by the Town Administrator. The Director will report all expenditures on the P-card and turn in Receipts to the Town Administrator.

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

**Committee Action Items**

Programming & Public Relations – no meeting in June or July. Their next meeting will be in August.  
Personnel and Policy: the Committee brought the revised and updated Social Media Policy for its 1<sup>st</sup> read by the Board.

There were a few spelling errors and word changes such as switching out “sites” for “platforms”.

The majority of the discussion was on how to handle unacceptable comments and whether to screen shot and save these or not.

I.A.6. Although Twitter or X does not appear to be used much, it has been helpful in the past for getting information out fast and for checking for trends that the Library can use for programs and resources. Therefore it was added back in as I.A.6.

I.B. 5. Access content or communicate with others was also added.

Building and Grounds

MASTER PLAN – Although this plan includes information from each committee, Building and Grounds takes the lead as most of the planning involves the physical Library and needs more planning and Capital Improvement or Grant funding.

The 2024 Draft plan has been rewritten from the 2011 plan as most, if not all the projects identified in 2011 have been accomplished. Dana explained her focus was on the plan being Visionary and Creative instead of Strategic.

The Trustee Chair has asked all the committees to take time in their next meeting to review the plan and add to it. It was agreed that committee will have changes to share with the Board by the October 15 regular meeting.

The Draft plan will be attached to these minutes.

### Technology

The committee will be rewriting the Technology Goals starting at their next meeting. Terry thinks we need a different format as it reads like a to do list for the Library Director and not visionary or creative.

### **Capital Improvements**

B&G is considering emergency egress, Depot Street entryway porch with roof, skylights heat/cold drain. The Town Planning Board may ask for input as early as July.

### **Director's Report** see attached

Dartmouth ECHO Health ed: Tuesdays at noon June 11<sup>th</sup> – July 23 Weekly free sessions on Libraries and how they relate to health resources.

All the school classes have come to the Library and been briefed on the summer reading program **“Adventure Begins at Your Library”**

### **Safety Attendance Issues**

Story time is so well attended that it poses a credible threat to safety if we would need to quickly evacuate all in attendance. At some times the small reading area in the children's room has 30-40 infants, children and parents, plus baby carriers, bags, and coats.

The question before the board is what could be done? Or might be done? See long range programming below.

The Director brought up the safety issue of the second floor adult sections, which have no egress except going by, or descending the central stair way.

### **Old Business**

Still looking for more Trustee appointees and alternates for the current vacancy. Several people have been asked and declined.

Long range planning - The board could set up time (1-3 hours) to discuss or have experts in to offer guidance on issues such as; recruitment, expansion of the building, safety, rearranging some areas, hours open, new tech, and how to keep ahead of trends & meet future needs of patrons. The possibility of a brainstorming retreat facilitated by the State Library was also raised.

### **New Business**

Arlon brought up placing all documents on google docs. Terry said this is fine but we would need hands on training on our own computers before she would feel comfortable with google docs and is sure others would also. For instance Terry uses the Libre Office platform so has different buttons then those with Microsoft word.

Arlon is also making a QR code for the library.

Motion to adjourn: Terry 2<sup>nd</sup>: Jan Meeting adjourned at 8:30 pm  
Next meeting will be July 16<sup>th</sup> at 6:30 pm