

Pillsbury Free Library, Warner, NH
Board of Trustees

Board of Trustees
Monthly Meeting
Sept 17th, 2024

Call to order: 6:31 pm

Attendance: Chair: Dana Myskowski Members: Arlon Chaffee, Cassey Greene, Michael Brown, Michael Simon, and Teresa Hathaway Absent: Jan Gugliotti, and Lois Shea

Director: Nancy Ladd

Guest: Hannah Leigh-Brown

Minutes July 16, 2024 minutes reviewed

Motion to accept the July 16th, 2024 Minutes as is

Motion: Arlon. 2nd: Mike S.

Accepted Unanimously

Dana welcomed Hannah Leigh-Brown as a potential Library Trustee. The current Trustees introduced themselves to her and she shared a bit of her background.

This is also Cassey Greene's first Trustee Meeting as a Trustee. (appointed 8/24-3/25)

Motion to recommend Hannah Leigh-Brown to the Warner Selectboard as a candidate for them to appoint as a Library Trustee, filling an empty spot: Michael Simon 2nd: Arlon Chaffee

Approved Unanimously

Correspondence Secretary Report – Thank yous

There have been a few more memorial donations for Anna Allen.

Pellettieri Associates delivered mulch and helped move and spread it.

A previous resident of Warner, sent a Diary circa 1905, to the library. The Director is currently reading it and will make a copy and then share it with the Warner Historical Society

Treasurers Report

Mike B. reviewed the monthly reports, everything is where it should be except for one negative figure on the Balance report. This was mentioned only because it shows a short fall in the online accounting software. The print is so small that a negative (–) symbol can be easily overlooked. Mike will be contacting the company to see if there is a function they can turn on that will highlight negative balances in **RED**.

Motion To accept donations from July 10 to Sept 11 in the amount of \$703.71: Mike B. 2nd: Terry

Accepted Unanimously

Condensed Version of the Budget for the 2024 year as of this meeting: Donations are at 109%, Total Income 1 Jan to Sept 10th at 100% and Total Expenses are at 51%.

The 2025 Budgeting Process has started. The finance committee needs any extra committee budget requirements by Oct 15th.

Motion to approve the Treasurers report: Mike Simon 2nd : Terry

Approved Unanimously

Motion to move the Trustees October meeting from the 3rd Tuesday to 22 Oct: Dana 2nd Mike B
This motion is based on the timing of the WFFF and the Library Book Sale on the 2nd Weekend of Oct.
Approved Unanimously

Dana will have the meeting changed on the Official Town of Warner Calendar

Programming and Public Relations

The committee will be conducting a Banned Books Bingo Night Fundraiser at Reed's North on Wednesday Sept 18th from 5 to 8 PM.

Signups for volunteer help at the Library Book Sale during WFFF is progressing but extra hands are always welcome.

Arlon suggested setting up an "On-Boarding-Package for New Trustees".

Personnel and Policy

Terry handed out the annual Evaluation forms for the Director. There was a change to the form this year. There will be less numbers to be circled and more attention will be spent on the comments. All forms need to be mailed back to Terry by 1 Oct 2024.

The Library Services Policy was handed out for the 1st read/review by the Board. There were no changes or edits at this meeting. The Policy will be reviewed again in October and a vote will be taken to adopt (or not) the policy.

Building and Grounds

Motion: to use the Donations made in Memory of Anna Allen in the amount of \$2,489.42 be used in support of youth Programs, such as recovering the Sofa and the teen bean bags): Arlon 2nd: Michael S.
Approved Unanimously

Reference area tables and chairs.

The Director pointed out the 8 chairs and a table that were obtained from the Hookset Public Library and transported back to the PFL by Arlon and Nancy. That leaves just the 2 4x4 Tables to complete the upgrade of the reference area furniture.

Motion: To move forward with the purchase of the two 48" x 48" Tempus tables at \$4,181.94: Mike B. 2nd: Terry -
Approved Unanimously

Technology

The new website is not yet ready to be launched but the Trustees will be invited to log on, try out the various pages, make recommendations etc.

Technology Goals rewrite (last update was in 2022) Progress has been slow but we only have 2 more sections to edit, #5. Training/Education and #6 Infrastructure.

Master Plan

The B&G committee has extended the deadline for submission from other committees for the Master Plan to after the holidays.

Director's Report Aug & Sept

Nancy gave a quick explanation of how the Library fits into the Town - being a separate entity but using the Town's payroll and budget offices, but not reporting directly to the Town Administrator.

She explained about being on several Town committees – sharing her knowledge and how the library can help the residents as well as staying 'in the know' about town happenings.

Children's room - In response to concerns about the possible difficulties of egress from the children's room, especially when there are large groups of children and parents, Sue has been working

on moving shelves and weeding some of the collection. There is now more room around the activity tables, opening up the path to the emergency exit.

Harry Siedel has restarted the Warner Beautification committee, and is looking for volunteers. He had arborists and the County forester come out to look at the library trees and spaces. The hope is to shade the walkway in the summer.

Oct 17th **Employee Benefits Fair:** The Town Administrator is hosting a Benefits Fair for all employees at the Town Hall on Thursday Oct 17th from 12-4 pm.

Motion: To close the Library from 1-4pm so that Library Employers can attend the Benefits Fair. The Employees will be paid for the time they spend at the Fair: Terry 2nd: Michael S.

Approved Unanimously

OLD Business Terry reminded the Board that the Trustees are on tap to host the Friends of the Library at an early spring appreciation event.

Still need to find two alternate Trustees.

New Business The NH Library Trustee Association libraries host Regional Trustees get-togethers. We did this a couple of years ago. It was suggested partnering with Newbury for our Regional Meeting. Newbury has recently finished a renovation/expansion. All were in agreement. Dana will reach out to Newbury's Board of Trustees

Motion to Adjourn Arlon 2nd: Cassey

Meeting adjourned at 8:22

Next meeting will be Oct 22nd at 6:30 pm

Respectfully Submitted by Teresa Hathaway