

Pillsbury Free Library, Warner, NH
Board of Trustees

Trustee Monthly Board Meeting
Oct 22nd, 2024

Call to order: 6:33pm.

Attendance: Chair: Dana Myskowski Members Present: Michael Simon, Arlon Chaffee, Teresa Hathaway, Jan Gugliotti, Cassey Greene, Hannah Leigh-Brown, Via Zoom: Lois Shea,
Excused Absent: Mike Brown

Library Director: Nancy Ladd

Review of Minutes from Sept was postponed to the Nov Board Meeting

Correspondence Lois reported she is all caught up with the thank you cards for the Memorial Donations, Reeds North and Main Street Bookends. She will be doing a card for Jason of Pellettieri Associates for his work resetting the granite stone landing at the front door.

Finance Report

Treasurer's Report

Jan Gugliotti, Assistant Treasurer, stated the bottom line is that there are enough funds to cover salaries & enough funds in various accounts to cover all projected expenditures. (unless something new surfaces)

Donations: Annual Fund Donation \$500; Book, Bake and Plant Sale(WFFF) \$2,685.07;
Special Purpose \$50; Program Donations \$506.68

Motion to accept donations of \$3,741.75: Terry 2nd Jan Accepted Unanimously

Library Donation to WFFF Committee: Each year the Library donates a percentage of the book sale receipts to the WFFF Committee. That committee pays for all the advertising, set up, security and clean up for the festival.

Motion to give the WFFF Committee \$400: Mike S. 2nd Arlon Approved Unanimously

Annual Appeal Letter review. Dana presented this year's letter which had several changes, including changing the amount we hope to raise from \$10,000 to \$50,000. The Board noted some edits and then agreed that with the changes, the letter was ready to be sent to the printer.

Committee Action Items

Programs The bingo program at Reeds was a success.

The committee is working on a survey on what kinds of programs our patrons would like us to present.

Dana proposed we reconsider used book sales, especially the WFFF book sale, due to the amount of work and time it involves, and the aging out of our volunteers. Nancy explained that the book sale has a long history with the festival and many people come just for it. She said that since the books removed from our collection do not sell well, the library could dispose of them throughout the year. This would decrease the number of books some. The board will continue to work on options to get more volunteers and reduce some of the manual labor.

Update: Nancy was able to order a new leg and parts for the damaged tent. (\$75)

Building & Grounds The deadline for input from the various committees has been moved to after the Holidays. Nancy has plans to deliver the love seat for reupholstery this week.

Personnel & Policy Terry presented the Library Services Policy for its second read. There was only one suggestion, to move the first paragraph A.1. to the end of the document as a new paragraph E.

Motion: To adopt the PFL Library Services Policy as amended: Mike S 2nd: Jan

Approved and Adopted Unanimously

Director Evaluations: Terry presented a short review of RSA 91-A:3 (Right to Know) and the reasons and process for going into a non-Public meeting.

Non-Public Session – see attached minutes, which the Board decided did NOT need to be sealed.

Public Session resumed at 8:03.

Evaluation forms: Terry believes that in the next 6 months the Personnel Committee needs to review and update both the Trustee and Staff editions, we found at least 2 places that the wording was wrong. Judging by the comments and ratings many of the bullets are not understood or observable. We also need to look at our on-boarding/training of Trustees.

The Director will also be working on this with her staff, finding ways to familiarize the them with the evaluation bullets and library processes. Director’s personal goal for 2025: Find a way and time to schedule evaluations with each staff member.

Director’s Report

The tables have been ordered. The 9 original chairs need to find a home. Terry will approach Decerning Eye (Dan Reidy) to see what they recommend.

There continue to be malfunctions with the alarm System Panel which is 21 years old. It may take \$3,000 to fix. Nancy will get a quote.

New Website; Nancy has done some training with Sue and Jan. Jan has volunteered to do content editing. The website will go from pfl.warnernh.gov to library.warnernh.gov

The staff attended the Town’s half day training.

The Voting Day Library Table theme was discussed briefly.

Old Business:

Terry will be sending out links to useful information to all the Trustees. She will begin working on the Trustee Notebook soon.

New Business:

Committee Meetings Nov and Dec as of Oct 22nd 2024

Building & Grounds	Nov 7 th at 10:30	Dec
Finance	Nov 14 th at 2:00	Dec 12 th at 2:00
Personnel & Policy	No mtg in Nov	Dec 3 th at 11:00
Programs	Nov 18 th at 5:30	Dec
Technology	No Mtg in Nov	Dec 5 th at 11:00
Library Board	Nov 19 th at 6:30	Dec 17 th at 6:30

Motion to Adjourn: Arlon 2nd Mike S.

Meeting Adjourned at: 8:55pm

Next meeting will be Nov 19th at 6:30 p.m

Respectfully Submitted by Teresa Hathaway

PFLTrusteeMinutes 2024-10-22 FINAL