

Pillsbury Free Library
Warner, NH

Board of Trustees
Monthly Meeting
Nov 18th 2025

Called to order at 6:30 pm

PRESENT: Chair: Dana Myskowski, Members: Cassey Greene, Hannah Leigh Brown, Jan Gugliotti, Mike Brown, Mike Simon, Teresa Hathaway. Absent: Holly Holmes and Lois Shea
Director: Nancy Ladd

Review of Minutes:

Motion to approved the minutes of Oct 18th 2025 with edits: Jan 2nd: Hannah APPROVED

Announcement:

- The library will be co-sponsoring a program with the Warner Historical Society on “How Electricity Changed Early New Hampshire”. The program will be held at the Town hall on Saturday Feb 7th from 2:00 to 3:30. (weather date Feb 28th)

Treasurers Report

Financials: as we approach the end of the fiscal year our operating fund is starting to get low. Of the \$50,000 on the spread sheet \$22,000 is for personnel.

Budget vs Actual: our income is 106% of our budget.

Motion to accept \$571.14 in donations: Mike B 2nd: Cassey APPROVED

The \$15,000 donation accepted in October, is being used for the roof repair that is currently underway.

Motion to accept the Treasurer's Report: Jan 2nd: Teresa APPROVED

Investment Policy

Motion to approve the Investment Policy: Mike S 2nd: Mike B. APPROVED

Building and Grounds

B&G Committee continues to meet with the architect, next meeting will be in early Dec.

Personnel and Policy

There are 2 policies waiting on more state updates and guidance before we can finalize our policies.

1. Volunteers – there have been two updated best practices and we were notified that there will be another one before January 2016.

2. PFL Policy on Privacy Confidentiality and Retention and Usage Records. There is some indication that more info will be released in December on the recent legislation.

Three previously reviewed policies for Board action.

Motion to remove the policy on **Library Procedures**: Mike B. 2nd Jan APPROVED and REMOVED

Motion to accept the policy on **General Library Objectives** as revised:

Mike S. 2nd: Mike B.

ACCEPTED

Motion to renew the policy **Cooperation with Other Libraries** Mike B.

2nd: Jan
APPROVED

Technology No scheduled meeting in Nov or Dec

The **Director** will notify the Committee when she needs us to meet.

Director's Report

The Roof repair started on Nov 18th. They may finish this week. The Contractor asked about snow fences/guards for the roof, which would prevent snow avalanches and retains the snow so that it melts off more gradually.

She asked the contractor for quote on waterproofing the furnace chimney exterior. This is an area of concern for leaks.

New Business,

1. First Presentation to possibly change the 3-year rule of officers, as per Article II, 3rd paragraph of the **Trustee Bylaws**, which are available on the library's website.

“The officers of the Board of Trustees shall consist of Chair, Vice-Chair, Treasurer, Assistant Treasurer, Secretary, and Corresponding Secretary, who shall be chosen by ballot annually from the members of the Board and shall hold their office one year and until others are chosen in their stead. Officers shall be elected at the first regular monthly after Town elections. **Officers shall not serve more than 3 consecutive years in the same office.**”

Vote to approve or disapprove will be at the next Trustee Meeting on Dec 16th 2025

2. How do we manage the new assessment and extra funds we will receive for the next 5 years?

a. How do we use the funds wisely - Brain storming

Big projects – Maintenance, Repair, Replace “A vast majority of the funds need to be used for Capital Improvement.” Mike B.

Personnel and more hours - The Director currently spends a majority of her time on non-professional customer service - need more Library Staff hours to cover the 2 desks 100% of the time. The Child's Librarian has many programs many of which are outside of the Library, need more Desk coverage

Small projects

Good things for our town

Good things for our customers.

Library of Things - Lending library of: Radon Meters, Cameras, DVD players, Metal Detectors, etc. etc.

More Museum passes, more Downloadable books and magazines

Paid Adult and Children's programming Magician, Music, plays,
Programming for teens etc

Preparing for the Future when these funds run out.

-Put a small percentage of the funds each year into stocks or bonds to generate interest funds?

-Setting aside some funds each year

Motion to Adjourn: Mike B 2nd: Jan APPROVED

Meeting Adjourned at 8:46 pm

Next meeting will be Dec 16th at 6:30 pm

Minutes prepared by Teresa Hathaway