

**Philbrick-James Library
Meeting of the Board of Trustees**

DRAFT minutes – Mar 9, 2020

Present: Mal Cameron, Emily Oxnard, Sadie Stimmell, Jane Miller, Janice Clark, Anne Deely, April Purinton and Library Director Candace Yost

The meeting was called to order at 7:11 pm.

Citizen Comments: none.

Secretary's Report

Jan moved and Emily seconded that the minutes from February be accepted as written. All in favor.

Treasurer's Report

End of month bank balances:

Checking \$31,777.68

Savings \$50,236.71

Programs:

- The Baby Lapsit program is being renamed to “Wee Wiggles” and Preschool Story Time is being renamed to “Family Story Time.”
- The current drop-in-craft project is a countdown to spring and has been popular.
- Songs of Emigration event was a big success, 65 people attended. Evaluations were very positive.
- Friend's Program, NH Turtles is coming up on May 2.
- We're able to host another Humanities Program this spring. Candace suggested we host “Harnessing History: On the Trail of NH's State Dog, the Chinook.”
- Candace read to the first graders at DCS last week for Read Across America.

Repairs:

- Ray recently installed some floating shelves to give us more space for book storage.
- Candace submitted a work order for painting the children's room (upstairs) and the gallery, which Ray will be starting soon.

Professional Development:

- Candace has updated the library website. It is now live at www.philbrickjameslibrary.org

Old Business:

- Allison has started and is working out well.
- The Screenager film is scheduled for 3/31 at 6:30pm at DCS and is being promoted at DCS and around town. April will send the press release to the Forum.
- Town voting is tomorrow. There was an error printed in the town voting guide which the town has addressed by printing a correction to post at the polls tomorrow, as well as posting the correction on Facebook and the town website.
- There are three people who are running for trustee but only two positions open. Sadie suggested that we reach out to our new trustees after tomorrow's vote and give them a heads up about what to expect, offer a welcome, etc. April volunteered to send them a welcome email.

New Business:

- Volunteer of the Year Award: Coming up on 4/4 at 10am. Nomination forms are available at the front desk and are due 3/25.
- COVID-19 - Candace will put the children's toys and kitchen away for a bit until things settle down. We have a lot of elderly patrons, so the staff has been disinfecting surfaces daily. Sadie suggested putting up some signage on basic guidelines from the CDC. Emily moved that we plan to pay Candace and our hourly employees their standard pay (hours and rates) in the event that the library has to close down due to COVID-19, to be reassessed at the two week mark. We will follow CDC and government guidelines regarding the situation. April seconded. Candace is going to explore various work-from-home activities and options that staff could do in the event of a shut down.
- Anne moved that we donate two \$25 Gibson's gift certificates to FOCUS for Tricky Tray in May. Jan seconded. All in favor.
- Tonight is Anne and Jan's last meeting. Thank you to both of them for their hard work.
- Jan moved that we adjourn. Anne seconded.

Meeting adjourned at 8:23 pm.

Respectfully submitted,
April Purinton

Next regular meeting: Monday, April 13 at 7 pm.