

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

DRAFT minutes – August 10, 2020

Present: Mal Cameron, Emily Oxnard, Sadie Stimmell, Jane Miller, April Purinton, Christina Eagan, Janice Leviton, and Library Director Candace Yost

The **Zoom** meeting was called to order at 6:59 pm.

Citizen Comments: none

Secretary's Report

- Mal noted that the meeting minutes from July 13th should reflect that the emergency meeting minutes of March 23rd should note that we unanimously voted to approve them. Changes are made and will be resubmitted to the town website.
- Sadie moved to accept meeting minutes as amended from July 13, 2020, and Jane seconded. The amended minutes were accepted by unanimous vote.

Treasurer's Report

End of month bank balances:

Checking \$31,293.68
Savings \$50,247.14

Quarterly ending for Trust Funds:

principal \$76,783.24
income \$7,795.69

Screenagers finally received the second check that was mailed. We stopped payment on first issued check. Emily moved to pay the \$30.00 fee and April seconded. Motion passed unanimously.

April moved to accept the treasurer's report, and Sadie seconded. All voted in favor.

Librarian's Report

A) Programs:

- PJJ grab-n-go bags summer programming bags are going smoothly. Around 20-30 families have picked them up per week. We have a new-to-town family who signed up for library cards and Candace was able to meet and greet them outside the library with masks.
- PJJ-to-go is working well. Some patrons are becoming more tech savvy and are learning to use and navigate the online catalog. Staff is helping this along by having phone conversations to give directions on how to access and use the library's digital tools. This helps patrons "browse" our catalog digitally until in-person browsing becomes available.
- Friends of the Library has officially called off the annual fall book and bake sale. Perhaps we'll be in a better position in March to celebrate Pi Day on March 14th?

- Book clubs are having socially distanced meetings in the garden behind the library. Candace was able to purchase 12 paperbacks recently to support one of the book groups.

B) Repairs:

- Ray will build Plexiglas guards to help keep staff desks more sanitary and safe and to provide a barrier between computers.

C) Professional Development:

- Candace will attend a webinar coming up soon about online/remote programming offered by the state library.

Old Business

A) Children's Librarian Position: Sadie moved to accept the job posting as written, and Janice seconded. There was no further discussion, and the motion passed unanimously.

B) Reopening Plans: We are currently in phase one of reopening. After reviewing a preliminary draft of phase two reopening, it was decided that we will wait and see how the school reopening goes in early September. By our next meeting, we will have more data to consider. Additionally,

- Sadie noted that it would be helpful to establish criteria/metrics by which we will decide to move into phase 2; although none were specifically agreed upon, Candace pointed us to the Safer at Home guidelines for libraries provided at <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-libraries.pdf>. We will revisit this at our next meeting.
- Candace noted that currently, there doesn't seem to be a high demand for people coming in yet;
- In comparison to neighboring public libraries, we face a situation similar to schools in that public libraries' opening plans span the spectrum;
- We do have staff who are high risk to take into consideration;
- April suggested finding a way to give patrons a chance to voice their needs, and Candace said they can phone patrons directly to gather feedback;
- Emily noted that preserving the health and safety of our staff and patrons right now while schools open may be beneficial in keeping Philbrick-James accessible in the event that the school building needs to close after reopening on September 2nd.
- Finally, Sadie noted that by posting and hiring the children's librarian position sooner rather than later, he/she could begin offering more frequent and remote programming dedicated to supporting our youth through the pandemic time.

C) Anti-racism and diversity support: There are lots of great new books to display around these topics. In reviewing the youth collection, Candace found that we have many books that feature a range of diversity such as physical and neurodiverse characters. Candace and staff will look for programming ideas featuring antiracism, diversity, and inclusion.

New Business

- A) Details on our official Permit to Operate a Place of Assembly: We have been given an official permit with a total building cap of 54 people congregating in the building. This is a useful number to have as we continue discussions about different phases of reopening in the future and how that pertains to capacity.
- B) Budget: Sadie moved that we accept and create the line called Consultant, April seconded, all voted in favor; Sadie moves that we accept \$1000 line amount for Consultant on the recommendation from NHLTA and Jane seconded, all voted in favor; Sadie moved that we increase cleaning to 3x a week when we move to phase 2 opening, all voted in favor; the new children's librarian position which was voted on in March 2020 is reflected in this year's budget; Sadie moves to accept the budget as written by Candace, seconded by Emily, all voted in favor.

April moved to adjourn, and Jane seconded.

Meeting adjourned at 8:14 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Wednesday, September 9, at 7 pm via Zoom