

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

DRAFT minutes – September 9, 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 7:03 pm.

Citizen Comments: none

Secretary's Report

- April moved to accept the minutes from August as printed, Sadie seconded. August minutes passed unanimously.

Treasurer's Report

End of month bank balances:

Checking \$31,291.68

Savings \$50,251.33

Trustee of the trust funds are reported quarterly, so no report this month.

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

Librarian's Report

A) Programs:

- Trivia game launched on Facebook and on the library website;
- A story walk is up in garden this week – some came by to enjoy it today;
- Up for next week: Make-away crafts for all ages;
- The week after that plans include a scavenger hunt in the garden;
- A Humanities to Go program is scheduled for Tuesday, October 20th at 7 pm via Zoom. It is free and is titled "Harnessing History: On the Trail of New Hampshire's State Dog, the Chinook";
- Interlibrary loan is starting back up, launching the last week of September. Hooray!

B) Repairs:

- Ray built Plexiglas barriers for library desks and brought over some automatic soap dispensers. By the end of the month, we hope to have automatic hand sanitizer dispensers installed as well as auto-flush toilets.

C) Professional Development:

- Completed: humanities online workshop as well as a webinar on programming
- On deck: teen services virtual conference

Old Business

- A) Children's Librarian Position: Applications have been received and some are being considered. Candace is currently scheduling phone interviews over the next two weeks. She plans to call a special meeting for approval when she finds a hire that is a good fit.
- B) Scheduled budget meeting: Monday at 5:30, dial-in only, no video
- C) Atrium software upgrade: Candace advises that we move ahead with new library circulation software to improve efficiency and user-ease. There will be an upfront cost, but annually the cost is only \$500 more than we currently pay. Emily moved to use our savings to pay for the upfront cost, Sadie seconded, the motion passed unanimously. April moved that we revise our 2021 budget so that it does not include the initial upgrade price but will include the annual contract fee going forward, Janice seconded, all voted in favor.
- D) Anti-racism and Diversity Support: Diversifying our library collection and programming is an ongoing process. Conversation was had about the library hosting a Black Lives Matter sign on the library grounds as a way to reflect that our town supports Black lives. Sadie moved that we accept to distribute donated signs for free at a patron's request and to display a Black Lives Matter sign, the motion was seconded by April, and the motion passed unanimously.
- E) 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. The factors below were considered and discussed:
 - Deerfield Community School has only been open a few days; waiting until our next meeting will allow us the benefit of more community-specific data;
 - We have increased requests by patrons via letter and on social media;
 - Discussion around appointment-based system was had;
 - Candace will reach out to have our HVAC system evaluated for safety since the library is an older building;
 - April will draft a statement from the trustees with input from Candace regarding the ways we are currently open and the reasons why the library building remains closed for now. We will meet next Wednesday the 16th at 7pm briefly to approve the statement.

New Business

- A) Vacation for Candace 10/13-10/16

Sadie moved to adjourn, and Christina seconded.

Meeting adjourned at 8:38 pm.

Respectfully submitted,
Emily Oxnard

Next special meeting: Wednesday, September 16, at 7 pm via Zoom

Next regular meeting: Monday, October 5, at 7 pm via Zoom