

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

DRAFT minutes – November 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: A patron was in touch with the library and also Mal regarding concerns about the library having Black Lives Matter signs made available by a patron. They did not call in to attend the meeting tonight for further comment.

Secretary's Report The October minutes are not yet available due to computer malfunction. The minutes will likely have to be reconstructed and shared at our December meeting.

Treasurer's Report

End of month bank balances:

Checking balance \$28,754.68

Savings balance \$50,355.52

Donation \$100.00

Trustee of the trust funds are reported quarterly:

Ending Sept 30, 2020

Principal \$81,481.98

Income \$8,288.66

Purchased Atrium Book System – in process of getting it ready to be used.

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

Librarian's Report

A) Programs:

- Make-aways, Story walks, scavenger hunts getting positive feedback and being taken advantage of
- Nature weaving still up
- Trivia online still an on-going program
- Sherlock Holmes program coming up on 11/18, Wednesday at 7pm
- Harnessing History: On the Trail of NH's State Dog was a good virtual program but attendance was low
- Binge bundles are being offered – movies, popcorn, interactive activities

B) Repairs:

- The library ran out of oil with no heat for two days; Rymes Oil was sold, and he retired so there's been some company shifting. All is fixed and up and running now.

C) Professional Development:

- SILC meeting of area libraries
- Rural Library Conference coming up 11/19

Old Business

- A) Municipal Budget Committee Meeting tomorrow night, 11/10/20 at 7 pm; the Zoom link is on the town website
- B) Children's Librarian has begun work! She did a Halloween story time virtually and did well. Lots of learning and asking good questions!
- C) Atrium System is up and running. Lots of upgraded features. Will be updated by Thanksgiving.
- D) Screenagers: We were scheduled to show it at DCS in March but postponed. Original agreement was that we had a year to show both Screenagers and the sequel called The Next Chapter. Now that school is back in session, April touched base with DCS. Two options: we can show it virtually or wait. PTO chair Andrea Bolton and Carolyn O'Neal were in favor of waiting. Board agrees to wait and ask Screenagers for a full year extension. PTO meets on the 17th so they can put it on their agenda if needed.
- E) Mailer: discussed at last meeting, Mal did some post office research, depends on the size, double-sided postcard size, price wise not too bad, few hundred dollars for the whole town of Deerfield. It was decided we will wait until the first of the year.
- F) Antiracism and Diversity Support – One way to support this work is to incorporate it into our broader mission statement. This work will be done within the framework of strategic planning. We've agreed to bring some strategic planning work sessions back online in January since we will be in this "virtual" mode for a while yet. A subcommittee will be made for a policy to be written that may include who we accept information from for distribution at the library kiosk. Work direction for the future includes looking at other sample policies from surrounding libraries in NH. It was clarified that work sessions do not have to be public meetings.
- G) COVID related issues – With the numbers going up, we are comfortable with the way we have our library open for the time being; Candace reports that we are not out-of-step with other area libraries. Ray will work on checking air quality/filters.

New Business

- A) Zoom Membership purchase? This item could come from the "Contracts" line. A one-year pro membership is \$150 and gives us control of meetings. Jane moves that we purchase a 1 year Zoom Pro subscription for the library \$149.90, April seconds, all in favor (Sadie: Another awesome aspect is that when you record, you can close caption and auto generate a transcript for accessibility!)
- B) Winter PJJ to Go: The set-up for PJJ will have some changes since porch won't be available for pick-up. Ray is going to build a take-out window on the garden side. There is no payment needed as it is a town expense for the small and non-permanent window structure similar to our town clerk's sliding glass window. Sadie moved that we accept the window as produced by the town for the purposes of making PJJ to Go a smooth experience through the window, April seconded, all voted in favor.

Sadie moved to adjourn, and Christina seconded.

Meeting adjourned at 8:20 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, December 14, at 7 pm via Zoom