

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

**DRAFT minutes – December 14, 2020**

**Present:** Mal Cameron, Sadie Stimmell, Emily Oxnard, Jane Miller, 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**

Sadie moved to accept October and November minutes. Jane seconded the motion. Motion passes unanimously.

**Treasurer's Report**

End of month bank balances:

Checking balance \$28,804.78  
Savings balance \$50,357.65

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

**Librarian's Report**

**A) Programs:**

- Two makeaway crafts per month for all ages are being provided.
- Monthly online story time
- The Sherlock program from November was successful with 16 attendees.
- Movie night kits are now available that include popcorn, movie, candy, recipes, activity suggestions
- Book theme packs are now available for check-out. These are a pack of 5 books with a theme, for example "Delicious Mysteries," "Fairy Tales Retold," "Just Birds," and "Unconventional Families; Unconditional Love."
- Allison is heading up our new Seed library in conjunction with Pawtuckaway Garden Club. By late winter there will be an inventory list available for patrons. The library is making use of the old card catalog to organize the seed envelopes. Blaisdell Library in Nottingham has a similar program.
- The PJJ Facebook page has seen lots of activity: books displays, programming and craft announcements, read aloud videos by Sarah, monthly trivia, Zippy sightings, etc.

**B) Repairs: n/a**

**C) Professional Development:**

- Winter programming webinar – this Thursday

## **Old Business**

- A) 2021 Budget: It passed the MBC with a 4-2 vote, the public hearings are in February, voting is in March. The deliberative session will be at the fairgrounds in the crafts building this year due to Covid-19.
- B) Atrium System: training for staff is December 15th via Zoom, Wednesday there will be some admin set-up, and then it will be ready to go! Candace can put together a guide for our users on how to use its features.
- C) Printing services for patrons: There are not many requests for printing; costs are 20 cents per page, 50 cents per color page. The idea was floated to perhaps keep a patron tab to cut down on handling small change. We will need to develop a waiver/statement that printing information is kept confidential/private if viewed by librarians. A policy may need to be developed to clarify how information is accessed that needs to be printed, *ie* no logging into emails, tax info, etc.
- D) Zoom membership: Candace has to set up the meetings, but she can make others co-hosts for meetings such as book club so they can run their own meetings. We need to consider a policy to cover liability (for issues that may arise such as Zoom-bombing) when posting open meetings
- E) Trust Funds: Joanna Waring kindly put together a packet of all the original trust info, where the money came from and the stipulations on the monies, including warrants. We can look at the next quarterly report to determine if there are monies that are marked for specific things.
- F) Antiracism and Diversity Support: The available themed pack “Unconventional Families, Conventional Love”
- G) General reminder about how we will receive public comments: with an acknowledgement only, not a response or explanation.
- H) Mal’s and April’s terms are up this year.

## **New Business**

- A) Winter library services update: The Welcome Window is located in the first window in the garden where there is level walking on the route that is shoveled/maintained in the winter, a sliding window, and a doorbell available to ring. This is launching after Christmas.
- B) Mal did some research into nearby town libraries for a comparison basis to PJJL. Here are his findings:
  - a. Epsom – 5 staff, 3 trustees, offering curbside only
  - b. Nottingham – 9 staff, 5 trustees with 1 alternate, walk-ins allowed with a max of 4 people per floor by reservation only, Friday visits by appointment only, currently allowing computer usage
  - c. Northwood – 6 staff, 3 trustees with 3 alternates, offering curbside only, no public allowed inside, other services operating include copying, faxing, printing, scanning, notary public
  - d. Candia – 7 staff, 8 appointed trustees with 1 elected, opened 3-4 days per week, senior hours 10-11 am, 10 min computer limit, currently no patron attendance limits

Sadie moved to adjourn and Christina seconded; all voted in favor.

Meeting adjourned at 8:20 pm.

Respectfully submitted,  
Emily Oxnard

Next regular meeting: Monday, January 11, at 7 pm via Zoom