

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

DRAFT minutes – January 13, 2021

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

The **Zoom** meeting was called to order at 7:00 pm.

Citizen Comments: none

Secretary's Report

Jane moved to accept the amended December minutes. Janice seconded the motion. The motion passed unanimously.

Treasurer's Report

End of month bank balances:

Checking balance \$28,602.78

Savings balance \$50,359.71

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

Librarian's Report

A) Programs:

- Makeaways: PJL keeps running out and restocking them as needed; they are very popular
- Trivia – Participation is up; this month's theme is Winnie-the-Pooh, and next month's theme is Presidential Pets
- Online story time: Sarah continues to do a virtual story time and posts them to Facebook each month
- Movie night-in kits: These are still new and are slowly gaining traction
- Book theme packs: Themed packs such as "Delicious Mysteries" are available for check-out and contain five books per pack
- Seed library: This is an on-going project
- Candace is currently working to choose a new humanities program for next month

B) Repairs: n/a

C) Professional Development:

- Candace attended the quarterly SILC meeting (Suncook Interlibrary Cooperative)
- Coming up: Webinar on emotional resiliency in the workplace
- Coming up: Webinar on 2021 summer reading where "Tails and Tales" is the theme

Old Business

- A) 2021 Budget: The MBC public hearing was Tuesday, January 12th. There were no questions asked about the library budget. The town deliberative session will be on January 30th at 9:00 at the Arts and Crafts building on the fairgrounds. Depending upon how legislation works its way through Concord, if voting day is delayed, elected members currently serving on boards would remain until voting takes place.

- B) Atrium System: Patrons are moving forward with using the new system by calling in to set up their new accounts. Tutorials are provided on our library's [webpage](#) and our librarians are also providing support via phone.
- C) Anti-racism and Diversity support: see New Business below for action

New Business

- A) [NH Workplace Racial Equity Learning Challenge](#): Emily, Sadie, Christina, and April intend to participate as a way to support the library in anti-racism and diversity work.
- B) RSA Compliance: Because we are our own governing body, Janice moved that we follow RSA 91-A:2 II procedures for submitting minutes in order to keep our board's sovereignty. Jane seconds, and all voted in favor. Additionally, Jane will clarify with Pete whether or not the treasurer must sign off on all bills, even though the treasurer does maintain copies of all bills.
- C) Annie's retirement in March: February 24th is Annie's last day. She has written up her tasks, guides, and procedures. The board discussed ways to recognize her 12 years with PJJ.
- D) Open Trustee position: April will file again but not Mal.
- E) Screenagers: April was in touch, and they are fine with us lapsing over our year since we're still hopeful to show in person as soon as conditions allow.

April moved to adjourn, and Janice seconded. All voted in favor.

Meeting adjourned at 8:08 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, February 8, at 7 pm via Zoom