

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

DRAFT minutes – April 12, 2021

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

The **Zoom** meeting was called to order at 7:04 pm.

Citizen Comments: We received and replied to an email from a Deerfield citizen regarding the library opening plans.

Secretary's Report

April moved to accept the February minutes as written. Jane seconded the motion. The motion passed unanimously.

Treasurer's Report

End of month bank balances:

Checking balance \$28,517.78

Savings balance \$50,365.92

Sadie moved to accept the treasurer's report as read, and Emily seconded. All voted in favor; motion passed.

Librarian's Report

A) Programs: A bird scavenger hunt is underway, reviving the nature loom from last fall is in the works, and Candace and team are preparing materials for the 1000 Books Before Kindergarten program.

B) Repairs: none to report

C) Professional Development: Candace has been attending monthly Director's Meetings via Zoom, and attended the Adult Services Post-Pandemic meeting

Strategic Planning

A) Surveys: All surveys from trustees and staff yielded results that were useful in determining a good fit for a consultant.

B) Update: The Strategic Planning committee reached out to seven different consultants in order to find a good match for PJJL. The committee recommends that we choose Caitlin Delaney of Brightspot Consultant. In their memo, they proposed two different options, described the process, and suggested a timeline of 4-6 months beginning in September. After discussion about the details, Sadie moved that we hire Brightspot Consultants in their full package of strategic planning as written in their confidential memo dated April 12, 2021 for a 4–6-month planning process. Jane seconded the motion. All voted in favor. The motion passed unanimously.

Old Business

A) New staff member: Suzanne Krohn has been hired as the library assistant to take over Annie's position and is in her third successful week here. She will be handling interlibrary loan among other duties.

B) Antiracism and Diversity support: Asian-American experience display was posted on PJJL's active Facebook page. Christina gave an update about the proposed Pen Pal program: it is on hold for now due

to the difficulty in pulling it off as a summer program. The contact teacher already has a full plate, and perhaps it would be best to attempt it during the school year.

New Business

- A) Museum Pass Renewals: Squam Lake Science Center is up for renewal. It is \$300 year for ½ price admission of groups. April moved that we repurchase the Squam Lake library pass in the amount of \$300 for the year. Sadie seconded. All voted in favor and motion passes unanimously.
- B) Federal Relief Package money for libraries: the details are slow to come out, money has been divided among states, 2.2 million is set aside for NH for libraries, monies must be spent by spent 2022, there are stipulations on what it can be used for. More information is forthcoming, and Candace will keep us posted.
- C) Reopening: After hearing recommendations from Candace and considering data obtained about where each library in the state of NH is in terms of reopening, it was determined that our next steps will include opening by appointment only, returning to normal hours, book quarantining will go down to three days, and Covid protocols will be in place for visitors including masking/distancing/sanitizing. We do not yet have suitable ventilation, so this is ongoing work. P.J.L To Go will remain an option for those who wish to use it. Sadie moves that we have a soft opening letter drafted and circulated announcing a June 1st, 2021 date. April seconded. All voted in favor; motion passes unanimously.
- D) Summer reading program: Candace has a special program scheduled about nocturnal animals with the Center for Wildlife out of Cape Neddick, Maine, which will be held outside at the gazebo.
- E) NH Library Trustee Association spring conference is May 12th-13th; those of us that are available to attend will sign up.

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

Meeting adjourned at 7:59 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, May 10, at 7 pm via Zoom