

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

**DRAFT minutes – March 8, 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:** none

**Secretary's Report**

Jane moved to accept the February minutes as amended. Sadie seconded the motion. The motion passed unanimously.

**Treasurer's Report**

End of month bank balances:

Checking balance \$28,519.78

Savings balance \$50,363.99

April received \$83.00 reimbursement from the checking account to cover the cost of two apple trees in honor of Annie's service to the library.

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

**Librarian's Report**

**A) Programs:**

- Continuing programs: make-away crafts twice monthly, trivia, online story times. There is limited engagement with virtual programming.
- PJJ is gearing up for summer reading, there are story walks planned, and they are looking forward to moving some programming outside as the weather improves and warms.

**B) Repairs:** Candace painted the brick at the bottom of the inside stairs as an improvement.

**C) Professional Development:** none to report.

**Strategic Planning**

- A) Surveys:** The staff and board all took part. The surveys showed that we have good alignment in what strategic planning is and on what and how a consultant can help us. Four consultants will be reached out to over the next week or so and the next sub-committee meeting is March 22<sup>nd</sup>.
- B) Four consultants** will be reached out to over the next week or so now that we have internal survey results, and the next sub-committee meeting is scheduled for March 22<sup>nd</sup>. Mal reminded us of a document April gave to us last year titled United for Libraries that has relevant information for this process.

## **Old Business**

- A) Library Assistant search: Around 15 applications were received, 6 interviews have been held via Zoom, and 3 in-person interviews have been held. Candace will reach out to make an offer to a qualified candidate that will take over Annie's position.
- B) Antiracism and Diversity support: Jessica Livingston at Overcomers is working on getting a grant and working through the Concord library for the summer letter-writing program, which remains in the planning stage of the process.

## **New Business**

- A) The library trustees will donate to DCS's Tricky Tray fundraiser. It will be held at the fairgrounds this year. April moved that we donate two \$25.00 gift certificates to Gibson's Book Store in Concord, and Sadie seconded; all voted in favor.
- B) Museum pass renewals: Although not heavily used this year due to the pandemic, people were asking about passes for the week of February vacation.
  - Castle in the Clouds – \$250 per year; the pass includes one adult and one child for free and additional people get half off of the admission price. They are currently open.
  - Seacoast Science Center - \$100 year; the pass includes 2 adults and up to 4 children for half off
  - SEE Science Center in Manchester - \$250 year; the pass includes free admission for two people and additional people are \$9 each.
  - Sadie moved that we renew all three passes, and Jane seconded the motion; all voted in favor and motion passes.
- C) Audit form: Plodzik & Sanderson is the company the town uses for auditing every few years. We took a few minutes to fill in the questionnaire together.

Sadie moved to adjourn, and Emily seconded. All voted in favor.

Meeting adjourned at 7:59 pm.

Respectfully submitted,  
Emily Oxnard

Next regular meeting: Monday, April 12, at 7 pm via Zoom