

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

DRAFT minutes – May 10, 2021

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

The meeting was called to order at 6:34 pm in the library garden.

Citizen Comments: No citizens present, and no correspondence via official channels. Mal suggests that all members' email addresses be listed on our official [website](#) as opposed to just the chair's email address.

Secretary's Report

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

Treasurer's Report

End of month bank balances:

Checking balance \$28,517.78

Savings balance \$50,368.06 (interest earned monthly)

We will send in our updated membership to NHLTA once our elections take place in June.

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

Librarian's Report

A) Programs

- Humanities program: Comics in World History and Cultures on June 17th at 7pm via Zoom for all ages;
- Scavenger hunts outside of the library continue;
- Story walks will begin again this month with the spring weather;
- Grab-n-go crafts continue;
- The seed library remains popular and is busy with donations
- Planning for the summer reading program continues. Candace is waiting to hear from DCS about whether or not will be allowed to come into the school to promote the summer program as in a typical year.

B) Repairs: Candace is waiting on clarification from Ray about municipal building code regarding adequate ventilation. Because we have an older building without modern ventilation, we are anticipating needing an upgrade. We clarified that because the library facility is the property of the town, they are responsible for maintaining it. Candace is working with Ray's recommendation to reach out to a company for an estimate. Once we have an estimate, our process will be to take it to the BOS who will put it out to bid for us. This is a factor in our reopening plans.

C) Professional Development

- Spring conference season is underway, and our children's librarian, Sarah, will be attending the children's librarian conference.
- Candace continues with support through her weekly director's calls

- Some trustees will attend this week's NHTLA's spring conference and will send our treasurer Jane receipts for reimbursement.

Strategic Planning

- A) Update from committee: Sadie sent trustees a copy of the proposed contract with Brightspot Consultants. Janice moved that we sign the contract with Brightspot Consultants and make the initial payment of \$2000.00 from donated monies. April seconded the motion. The motion passed unanimously.

Old Business

- A) Antiracism and Diversity support: This topic will be wrapped into our strategic planning in the coming months.
- B) Reopening plans:
- Context of surrounding towns: Portsmouth Library is open to the public with a current occupancy limit of 20 people. Barrington Town Library is open to the public with a current occupancy limit of 8 people. The Barrington Library is about twice the physical size of PJL.
 - Discussion of concerns and factors in reopening: Building ventilation needs was discussed; until we get an adequate ventilation system in place, open windows and fans will help circulate fresh air through the building. Candace has purchased automatic dispensing hand-sanitizing stations to be positioned at both doors to the library. Staff are in the process of their own vaccinations. There was discussion around the need for staff to be able to move to accomplish their tasks while also remaining socially distanced.
 - Original plans: In the April meeting, Candace recommended opening by appointment only for the month of June.
 - Jane moves that we have a non-appointment maximum capacity of 7 individuals/persons including staff, masked in the building at a time beginning on June 1st. April seconded. Motion passed unanimously.
 - Current plans: Based on the building's intended capacity and the space needed for staff to move about to complete their tasks as well as patrons' need to remain socially distanced, the trustees recommend beginning with an occupancy of 4 patrons and 3 staff. PJL to-Go will remain in place as will our walk-up window in the back for those who do not want to come into the building. PJL will open in a hybrid manner for the month of June with details to be recommended by Candace. Hybrid will entail returning to pre-Covid operating hours and Saturdays. Specific times will be designated as appointment only, while other times will be designated as open hours that do not require an appointment. At the director's discretion and depending upon the conditions of the moment, family groups that exceed the 7 person capacity will be allowed. Computers will be open for self-guided usage.
 - April will draft an informational mailing that will highlight upcoming events and re-opening plans once Candace details out the specifics. April moves that we send a mailing to Deerfield residents outlining plans for reopening and that we allot up to \$1,000.00 for the purpose. Emily seconded. The motion passed with all voting in favor.
 - Candace invited the trustees to come in the week before June 1st for a sneak peek of the re-opening procedures and to give staff a chance for some practice runs.

New Business

- A) Incoming chair: Mal resigned as chair effective at the end of the meeting and ceded his position to incoming chair, Sadie Stimmell. He will remain a trustee until the June 8, 2021 voting day.

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

Meeting adjourned at 8:23 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, June 14, at 7 pm.