

Philbrick-James Library
Meeting of the Board of Trustees
DRAFT minutes – May 19, 2021

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

Also in attendance: Sarah Gontarski (Children's Librarian) and Suzanne Krohn (Library Assistant)

The meeting was called to order at 6:02 pm in the library garden.

I. Citizen Comments: No citizens present, and no correspondence via official channels.

II. Board and Staff Listening Session

Allison Bjorndahl-McCarter prepared a statement read by Candace on her thoughts and concerns regarding reopening plans. Sarah G. echoed Allison's statements and shared her own thoughts, as well. Both staff members wanted to ensure that reopening plans would prioritize the safety of staff and the community. Suzanne K. was looking for more information regarding the specifics of reopening plans before offering comments.

III. Finalize Reopening Plans

After much discussion, listening to perspectives from the director, the staff, the trustees, and general community feedback, it was decided that PJJ will reopen as previously decided upon at the board's previous meeting (see minutes from May 10th for specific details). Additionally, it was noted that flexibility from the staff and from the public is requested at this time of readjustment; there are two new staff who will be meeting patrons for the first time since being hired during the pandemic months. Steps that will be taken to facilitate moving to a publicly open building will include:

- Signage outside of and inside of the library to help the community understand expectations;
- An informational flier will be sent via snail mail to all Deerfield residents with details of opening plans as previously agreed upon;
- Candace will make use of The Forum to communicate the reopening plans, the summer reading plans, and information about the program 1,000 Books Before Kindergarten.

IV. American Rescue Plan Act Grant

The first round of grants for the American Rescue Plan Act has come out, and it has been determined that PJJ is allotted the amount of \$1,514.00 with stipulations on how the money can be spent (most things excluding construction). The application is due June 18th. Ideas included Candace's suggestion of a Cricut machine and supporting materials such as nylon, fabric, etc.; hosting a movie night event using the library's screen; children's programming needs for the summer; mobile shelving options/modifications to make our space more flexible; adult book club. The Cricut machine can be used to support various age groups of patrons and the many crafters in town, it is small enough to store easily, and our library has plenty of closet storage space for the materials that would go with it. Jane moved that the Director purchase the Cricut machine and the materials to go with it for the ARPA money, and Mal seconded the motion. All voted in favor.

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

Meeting adjourned at 7:17 pm.

Respectfully submitted,
Emily Oxnard

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