

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**DRAFT minutes – June 21, 2021**

**Present:** Sadie Stimmell, April Purinton, Emily Oxnard, Jane Miller, Christina Eagan, Jocelyn Messier, and Library Director Candace Yost

The meeting was called to order at 7:02 pm.

**I. Citizen Comments:** No citizens present; trustees received a thank you letter from FOCUS for donation to Tricky Tray

**II. Secretary's Report**

May 10, May 19. April moved that we accept as written the minutes from May 10<sup>th</sup> and May 19th, Jocelyn seconded; all voted in favor and the motion passed

**III. Treasurer's Report**

Checking account = \$25,591.70

Savings account = \$50,370.13

Expenses: the library mailer and the first deposit to Brightspot Consultants

April moved we accept treasurers report as written, Jocelyn seconded; all in favor and the motion passed

**IV. Librarian's Report**

- a. Programs: Scavenger hunt, story walk, grab and go crafts are all going well. The Humanities to Go Comics program last Thursday was virtual. The attendance was low perhaps because it was the first night of school being out with beautiful weather; the presenter offered to do it again free of charge. The Summer Reading program begins July 12-August 20 and is themed Tails and Tales. It includes a summer reading log, reading bingo, raffle tickets when kids check in once a week at the library, crafts, weekly story time at Veasey, Thursday drop-ins for kids crafts, 2 adult crafts to-go (Air Plant Terrarium, Macrame Plant Hangers), 2 pop-up summer reading groups for adults (*Dandelion Wine* and *Wishful Drinking*), a stuffed animal sleepover, Center for Wildlife Program, 2 teen night event, and donations collection for Humane Society throughout summer.
- b. Repairs: American Rescue Plan will take care of our ventilation system and is already ordered. It will be installed in the attic. **Action item:** Emily will reach out to Therrien Roofing Company again to schedule a roof inspection.
- c. PD – Sarah, the children's librarian, will be attending a virtual conference coming up and also attended a story hour course.

## **V. Strategic Planning**

- a. Update from committee: they met in June with Brightspot Consultants and report that September will begin with assessments and interviews, in November there will be a retreat with the board and senior staff, in December a plan will be developed with specific steps, and January will be the approval of the plan.
- b. Brainstorming a list of people to be interviewed: the board, staff, past board chair, a Friends of the Library representative, Aron DiBacco, other groups in town that align with our mission, the school librarian Beth Mostue, former library director Evelyn DeCota. We brainstormed the best ways of how to reach out to everyone in our community with basic questions: use The Forum, PJJ website, Facebook, have physical copies available at the library, perhaps FB groups of neighborhoods, Pleasant Lake Association, the 2 town churches, the Women's Club, provide Parks and Rec with physical copies to give to families at after-school pick-up. The assessment survey questions would primarily be in a Google form.
- c. **action item**: Candace will try to locate all general policies and procedures and bylaws of PJJ using the list on page 48 of the NHLTA handbook to gather what we have

## **VI. Old Business**

- a. Town Budget: Since it didn't pass again, Candace will work to stretch the budget to cover our costs. The book and pie sale this year will hopefully be back on and will help offset the default budget.
- b. Reopening Report: The circulation report shows that there is no significant slowdown in PJJ to-go yet, 14 new library cards were issued last month, and both drop-in and appointment days are working well for now. Patrons have been accommodating of the masking and distancing expectations, and patron traffic has been steady without issues of people waiting for too long to come in. Candace connected with Kim Stoddard, a resident and teacher at the women's prison, and was able to make a book donation to the women's prison
- c. Antiracism and Diversity Support: Pride Month in June; Different Roots Program possible in the fall with Christina as a contact to Becky Field (will need to find a space that is large enough to accommodate her photography); Jackson did a program around Gender Identity and Expression, and they are working to bring it to a larger audience.
- d. We do not have a cleaner hired yet; it has been advertised through the town.

## **VII. New Business**

- a. Staff member: Allison is leaving at end of summer on August 13<sup>th</sup>. After reviewing the job posting, Jane moved to accept it as written, Emily seconds; all voted in favor and it passes. Candace will post it tomorrow. Sadie suggests doing a formal exit interview to gain Allison's perspective on her time here.
- b. **action item**: Emily will contact John Harrington to update town websites related to the library and the trustees

April moved to adjourn, Jane seconded; all voted in favor and the motion passed.

Meeting adjourned at 8:27 pm.

Respectfully submitted,  
Emily Oxnard

Next regular meeting: Monday, July 12th, at 7 pm.