

Philbrick-James Library
Meeting of the Board of Trustees
DRAFT minutes – July 12, 2021

Present: Sadie Stimmell, April Purinton, Emily Oxnard, Jane Miller, Janice Leviton, 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; no official correspondence; Jane received a phone call from a patron who was frustrated by the impromptu closure due to the ventilation installation; all was resolved through Candace reaching out.

II. Secretary's Report

April moved that we accept as written the minutes from June 21, 2021; Jocelyn seconded the motion. All voted in favor, and the motion passed.

III. Treasurer's Report

Checking account = \$25,379.70

Savings account = \$50,371.23

No quarterly report from Trustee of the Trust Funds

Action item: Jane will follow up with Joanna Waring about a quarterly report.

Emily moved we accept the treasurer's report as stated; April seconded the motion. All voted in favor, and the motion passed.

IV. Librarian's Report

- a. Programs: Scavenger hunt, story walk, and crafts are continuing. Candace is working with to bring the Comics Program in again for an in-person date in September. Summer Reading kicked off today with some families stopping in to sign up and will include Tuesday story times at Veasey (weather-dependent), Thursday crafts for kids, crafts for adults, and the first adult summer fling book club. Next week is the Center for Wildlife program at the gazebo.
- b. Repairs: The ventilation system has been installed, and the heater still needs to go in but is not pressing yet. There are visible vents in the ceiling, and the fresh air is flowing. Jocelyn asked about the maintenance needs for this system going forward. **Action item:** Candace will inquire about the specs of the system such as airflow turnover.
- c. Professional development: The fall conference season coming. Candace will be working on performance evaluations in September for staff. Sarah will have her MLS degree at the end of September, and Suzanne is in the process of applying for an MLS program.

V. Strategic Planning

- a. Survey: Brightspot asked if we have demographic data available on patrons, but since our library is only recently automated, we don't have that easily available. **Action items:** Christina will send the PJJ survey announcement to three of her contacts requesting that they post the survey link in their respective private neighborhood FB groups (Hartford Brook, High Meadows, Cottonwood Estates), Emily will send the survey link to The Forum, and April will reach out to Caitlin at Brightspot for a couple of survey edits and to try to adjust the settings such that people can only submit one survey per patron/email address.
- b. Library and Board Policies and Procedures
 - a. Review by-laws – **Action item:** We will all review the by-laws individually and make notes on how to revise them by comparing them to neighboring town libraries' by-laws for the next meeting.
 - b. Review current policies: Candace found a binder in the attic containing all PJJ's policies and by-laws. **Action item:** Candace will scan and email them to the board
 - c. Determine strategy on writing new policies and updating policies – **Action item:** Candace will prioritize which policies need attention and board action based on factors like current library needs and/or date of last review.

VI. Old Business

- a. Reopening updates: Overall the reopening of the building has gone well. Porch pick-ups are declining a bit, but Candace feels that this service is maintainable through the summer. The town still does not have a cleaning service, so Candace continues to do light building cleaning in addition to her regular duties. She recommends that we return to regular services in September. A request was made by the Friends of the Library and by a book group to be able to meet inside of the library. Jocelyn moves that current Covid capacity limits will not be enforced during after-hours group meetings; April seconded the motion. All voted in favor, and the motion passed. **Action item:** Candace will be in touch with these two groups to let them know they may resume their after-hours meetings inside the library.
- b. Roof update: Emily was in contact with A.W. Therrien Company who reported that they inspected the roof last summer; we currently have no paperwork/correspondence to indicate any of their findings. We will determine at the next meeting if we should find a different company for a second opinion. **Action item:** April will inquire from her source about what a typical roof inspection entails.
- c. Staff opening update: Allison's last day has been moved up to Friday, July 16th. Candace posted the job opening in the typical library lists, but so far there are no applications. There are anticipated days when the library will be short-staffed due to one less employee in the building as well as upcoming staff vacation days. **Action item:** Candace will post the job listing in The Forum classifieds. Candace and April will be in touch regarding finding temporary, paid library substitutes for any uncovered library days.
- d. Antiracism and diversity support: Different Roots Program update from Christina – Principal Withee is open to having the display at DCS for the month of October so Christina and Becky will walk through and find suitable space in the school; Jocelyn will withdraw her request from DCC for space. Jane moves that we pay up to \$500 for the Different Roots program while actively pursuing matching funding sources; Christina seconded the motion. All voted in favor, and the motion passed. **Action item:** Christina will reach out to FOCUS to see if they are interested in helping to fund this program.
- e. **Action item:** April will check in with Kristen Withee about potential Screenagers screening

VII. New Business

- a. Incidents and incident reporting, safety measures: There was one incident with a mask-resistant and unknown patron. A second incident involved an aggressive guest which necessitated a call to the Deerfield Police Department. Discussion was had around having cameras installed as a security measure. **Action item:** Emily will follow up in August with the BOS to ask about their support of this measure.

April moved to adjourn; Jocelyn seconded the motion. All voted in favor, and the motion passed.

Meeting adjourned at 9:13 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, August 9th, at 7 pm.