

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

DRAFT minutes – August 16, 2021

Present: Sadie Stimmell, April Purinton, Jane Miller, Janice Leviton, Christina Eagan, Jocelyn Messier, and Library Director Candace Yost

The meeting was called to order at 7:05 pm.

I. Citizen Comments:

- No citizens present
- Sadie received an email from a patron who is unhappy with our COVID procedures. We will be reviewing our COVID procedures later in this meeting.

II. Secretary's Report

- Jane moved that we accept as written the minutes from July 12, 2021; Jocelyn seconded the motion. All voted in favor, and the motion passed.
- Jocelyn moved that we accept as written the minutes from August 2, 2021; Jane seconded the motion. All voted in favor, and the motion passed.

III. Treasurer's Report

Checking account = \$25,402.32

Savings account = \$50,372.06

Jane checked in with Joanna Waring about the library Trust Funds. The Trustees of the Trust Funds have not disbursed any funds to the library since 2018. Joanna reports that it was an oversight on their part. Jane received a summary of trust funds for the quarter ending 6/30/21 and Joanna is going to write us a check for the total income from these funds earned since 2018, which is \$4,678.28. Jocelyn moved that we put the income from the trust funds into our savings account; Janice seconded the motion. All voted in favor, and the motion passed. Jane is going to invite Joanna to a meeting to explain the trust funds in more detail to the library trustees.

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

IV. Librarian's Report

- Programs: Tomorrow at 4pm is the Nocturnal Animals presentation which was rescheduled from earlier this summer. Wednesday night at 7pm is the summer pop-up book club, four people have signed up. Saturday is Old Home Day and the Friends of the Library will be holding the annual book and bake sale. Summer storytime attendance at Veasey has varied week to week depending on weather.
- Follow-up on ventilation systems specs: Every three years the system will need a new filter which will cost a few hundred dollars. Next filter will be due in 2024.

- Professional development, Performance Evaluations: The library has been short staffed for the past month making extra projects like professional development challenging. Current staff are very busy keeping up with the workload. Performance evaluations are upcoming

V. Strategic Planning

- Survey and next steps: We have currently received about 60-65 electronic survey results. Very few paper surveys have been returned. We will put a link in the Bridge when DCS starts the new school year so that parents have an opportunity to complete the survey. We will close the survey link on Friday, September 10th so that we have all of the results before our next meeting on 9/13.
- Library and Board Policies and Procedures
 - First review of bylaw changes/additions: Trustees have been reviewing by-laws of various other libraries. There are varied approaches from one community to the next. We split the by-laws into sections to research and draft, with a draft to be completed in time for review at next month's meeting.
 - Assess current policies and prioritize policy development and review: Candace recommends that we begin by updating our Volunteer Policy, Patron Behavior Policy, and Job Descriptions. Candace would like to work on drafting the Volunteer Policy and Job Descriptions, Christina will begin drafting an updated Patron Behavior Policy and we will review at our next meeting.

VI. 2020 Budget Proposal

- We reviewed Candace's draft of the budget and made the following changes: include a 4% pay increase for Candace and a 2% pay increase for other staff in order to adjust for cost of living as well as to keep salaries competitive with other libraries. Our cleaning services are now bundled in with the cleaning services for other town buildings, so no longer needs to be a separate expense from our budget. We reduced the budget line for annual roof inspection/repairs after researching necessary upkeep for our roof and determining that we are typically not having major expenses in that area. April moved that we move forward with the budget as amended, Jane seconded, all in favor.

VII. Old Business

- Reopening updates
 - Review appointment and mask policy and proposed changes for September:
 - Sadie drafted a mask policy based on the policy used at NHCC where she works, and shared it with the board. The policy reads:
Masks have been successful in reducing the spread of COVID and therefore, it is appropriate to continue to utilize them during times when community spread is increasing. We will use the information provided by the Centers for Disease Control and Prevention (CDC) on the level of community transmission to guide our decisions regarding mask wearing. (<https://covid.cdc.gov/covid-data-tracker/#county-view>)
 - Our mask wearing policy will be determined by level of community transmission:
 - **HIGH** – Masks will be always worn by library staff and patrons.
 - **SUBSTANTIAL** – Masks will be always worn by library staff and patrons.
 - **MODERATE** – When community transmission drops from Substantial to Moderate and is maintained for 2 weeks, mask use by library staff and patrons will be optional.
 - **LOW** – Mask use by library staff and patrons will be optional.

Currently community transmission for Rockingham County is **SUBSTANTIAL** (as of 8/13/21), therefore masks are required in the Philbrick James Library. We will monitor the current level of community transmission weekly and adjust the mask wearing requirement accordingly.

We ask that patrons do not visit the library when they are experiencing symptoms, which include:

- Fever higher than 100.4° Fahrenheit within the past 24 hours.
 - Respiratory symptoms, such as runny nose, sore throat, cough, or shortness of breath.
 - New muscle aches, chills, and severe fatigue.
 - New gastrointestinal symptoms such as nausea, vomiting or diarrhea.
 - Changes to taste and smell.
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- Jane moved that we accept the mask policy as written, Jocelyn seconded, all in favor, motion passed.
 - Consider PJJ to go, appointments for library visits, and max occupancy.
 - Candace suggested that we stop advertising and formally offering PJJ to go, though are willing to be flexible with gathering materials for people who ask. We also have the pickup window that patrons can utilize. Most people are no longer using appointments. Because we have the pickup window for folks uncomfortable entering the library, we discussed making a slight increase in the max occupancy for in-person library visits, which has been limited to seven bodies, including staff.
 - April moved and Jocelyn seconded that we stop offering appointments and the formal PJJ to go program, and that we increase the max capacity to ten people at a time, staff included. All voted in favor and the motion passed.
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- Roof update: April spoke with a local property manager who has experience with slate roofs. He said that Therrien is a well respected company for slate roofs and it is who he both uses and recommends. We learned that a slate roof properly maintained can last for 60+ years. Most slate roofs should be inspected every 2-3 years so that they can receive maintenance as needed. We may want to reach out to Therrien to ask for more specifics at the next inspection as far as: when do they foresee maintenance being necessary: 3-5 years, 5-10, etc. It is important to keep trees cut back over the roof in order to avoid moss and potential corrosion of the copper pieces that hold the slate tiles in place.
 - Staff hire update: Holly starts tomorrow.
 - Anti-racism and diversity support: Different Roots Program Update - Focus is willing to donate up to \$650 for the project. The DCS administration is very supportive. The project will be set up over February vacation which will allow time for the administration to talk with teachers about incorporating the program into lessons.
 - Screenagers update: DCS is on board with hosting an in-person event this fall and is looking for a date to schedule this.
 - Incidents and incident-reporting, Safety measures
 - Follow-up on camera discussion - tabled until next time as Emily was looking into this but was not present at this meeting.
 - Christina will begin drafting a patron behavior policy.

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

Meeting adjourned at 9:01 pm.

Respectfully submitted,
April Purinton

Next regular meeting: Monday, September 13th, at 7 pm.