

Philbrick-James Library
Meeting of the Board of Trustees
DRAFT minutes – September 13, 2021

Present: Sadie Stimmell, Jane Miller, Janice Leviton, Emily Oxnard, and Library Director Candace Yost

The meeting was called to order at 7:03 pm.

I. Citizen Comments:

- No citizens present
- No correspondence

II. Invited Guest Presentations

- a) Trustee of the Trust Funds, Joanna Waring, needs to reschedule.
- b) Caitlyn from Brightspot Consultants also needs to reschedule.

III. Secretary's Report

- Jane moved that we accept as written the minutes from August 16, 2021; Janice seconded the motion. All voted in favor, and the motion passed.

IV. Treasurer's Report

Checking account = \$25,402.32

Savings account = \$50,372.91 (0.85 interest earned)

Received from trust fund: \$4,678.28 and \$810.90 = \$5,489.18 (3 years' worth of disbursement)

- The larger check is the principal and the smaller amount is the interest.
- We voted at the last meeting to put it into the savings account and hold it until we know what we can do with it and how it is allowed be allocated.
- Jane will inquire of TD Bank what our options are for a higher interest savings account than the one we currently have.

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

V. Librarian's Report

- a. Programs:
 - a. Our caterpillar saga is unfolding on Facebook;
 - b. The book sale was successful. FOTL made ~\$494.00ish for a 3-hour book sale! They are requesting input as to what we need/want to support the library.

- c. Story time starting back this week. Today was baby lap-sit, and tomorrow is family story time. They are being held outside with optional masking.
- d. This weekend is the second stuffed animal sleepover.
- e. Holly is starting a new book club with a murder mystery theme.
- f. Librarians are working to get the Teen Advisory Board off the ground again.
- g. Candace applied for and was awarded a story telling grant. Our speaker will be Anne Gennison, an Abenaki Native American storyteller, on Nov 5th. This will be via Zoom and is a family event.
- h. Next month will feature fall-wreath making with the library's Cricut machine.
- i. A community puzzle project will be launching in the coming months.
- b. Professional development: Candace is doing a 6-week Bounce Back program around resiliency and staff morale. Sarah has a teen librarian conference next week.
- c. Library usage statistics: There has been an uptick with school starting, however, it is lower than usual overall.
- d. COVID prevention measures update: There has been a small uptick in visits since the occupancy number was raised. The back door will become unlocked at this point so that there is no longer a single-entry point. Candace reports that we still have a few patrons who use the to-go method (~10 per week).

VI. Strategic Planning

- a. Status of draft of bylaws - tabled
- b. Policies – tabled
 - i. Volunteer Policy (Candace): Candace handed out a document of best practices to review before the next meeting
 - ii. Standard Job Descriptions (Candace): Candace handed out a document for review before the next meeting
 - iii. Patron Behavior Policy (Christina): Christina emailed a document for our review before the next meeting

VII. Old Business

- a. Budget proposal: no new information or changes
- b. Note the budget presentation is scheduled for October 12th.
- c. Safety: Emily will inquire specifically about what security/monitoring/safety systems other town offices currently have in place as well as what the school is using, what technology we might need, what the town might recommend, and who might fund this project.
- d. Screenagers – no new information - tabled
- e. Anti-racism and diversity support: The Different Roots program will take place in February 2022. It is noted that November is Indigenous Heritage Month.

VIII. New Business

- none

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

Meeting adjourned at 7:38 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, October 18th, at 7 pm.