

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**DRAFT minutes – September 20, 2021**

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

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

**I. New Business**

- Candace handed out two items: Library Director's updated job description and Best Practices for NH Libraries – VOLUNTEERS.

Support topic:

- Scheduling issues: Anne Myers can help out on some needed Saturdays; most other parts of the schedule are looking alright for the next three weeks. We can reevaluate needs the week after the Fair is over (~October 9<sup>th</sup>) if needed.
- Safety issues: Due to some staff scheduling needs, it was decided that if a staff member is here alone, the doors will remain locked with a note for patrons to just knock. Once there are patrons in the building, the door will remain unlocked. Staff will be encouraged to wear their safety lanyards when working alone in case a need arises. When we are back to full staffing, our doors will be unlocked. The regular library schedule is still being adhered to.
- Holly will be out for an indefinite time period as needed.
- April moved that we make a donation to the Legion in the amount of \$100 in Jim Tomilson's memory. Jocelyn seconded the motion. All voted in favor, and the motion passed.
- Jane moved that we purchase a book to donate in Jim's name to the Philbrick-James Library collection with Candace seeking input from Holly at a later and appropriate date to be determined by Candace. Emily seconded the motion, all in voted in favor, and the motion passed.

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

Meeting adjourned at 7:24 pm.

Respectfully submitted,  
Emily Oxnard

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