

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

DRAFT minutes – October 7, 2021

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

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

The purpose of this meeting is to discuss and make plans regarding Candace's resignation effective October 20, 2021.

I. New Business

- Candace's last day of work will be October 19, 2021.
- Candace reports that she has been making preparations for the transition period including: getting documents and files in order including passwords, contacts, important dates on the horizon, Zoom and other account information, programming continuity, ordering of new books and supplies through the end of the year, creating a yearly timeline for the new director to have as guidance.
- Additionally, staff has been given access to accounts and things they may need, Sarah has been taught cataloging so that she can take over this responsibility, and Holly will be returning to work on Wednesday, October 13th.
- Sarah will be taking time off beginning October 20-October 30. We will need to make sure that the library will be open and staffed during those ten days.
- Board member Jocelyn will be out beginning Monday the 11th for about a month.
- The preliminary budget meeting for the town is on Tuesday, October 12th at 5:30.
- Sadie will reach out to Sarah and Suzanne regarding this transition and they will be invited to attend the next board meeting.
- Sadie moves that April chair the newly formed hiring committee, Jocelyn seconded, and all voted in favor; motion passed. April will consider the make-up of the committee, and will develop next steps and a timeline to be presented at our next meeting.
- Emily and Janice will schedule a tour to get an overview of day-to-day operations of the library and all pertinent information for a smooth transition.
- Emily moves that phase one of strategic planning interviews be the final step to be conducted until a library director is hired, Jocelyn, and all voted in favor. Motion passed.
- Jane will contact Joanna Waring to delay her presentation on the library trust funds.
- Emily will share digital documents with members including a draft of the last job posting we used, the director's job description, etc.

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

Meeting adjourned at 8:25 pm.

Respectfully submitted,
Emily Oxnard

Next special meeting: Tuesday, October 12th, at 7 pm, via Zoom

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