

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

Present: Sadie Stimmell, Jane Miller, Janice Leviton, Emily Oxnard, April Purinton, Christina Eagan

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

No public was present in person or via Zoom

I. October Schedule and Staffing Concerns

- The staff is concerned about the schedule; we are in a good place until October 21st as long as no one calls out sick.
- Holly is returning on the 14th.
- We may need to have volunteers or a sub fill in so that our newest staff isn't alone; currently, she is scheduled to be the only one on duty on the 25th.
- The staff needs training in Atrium (the library management system) so that cataloging and processing of books can continue in the absence of a director.

April made a motion to enter into nonpublic, and Jane seconded in accordance with RSA 91-A:3, II (c).
Nonpublic session entered at 7:15.

Motion to leave nonpublic session and return to public session made by April, seconded by Christina.

Motion passed.

Public session reconvened at 8:52 pm.

Motion made to seal these minutes made by Jane, seconded by Emily, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll Call vote to seal minutes:	Sadie_____	Y	N
	Emily _____	Y	N
	Jocelyn _____	Y	N
	Janice _____	Y	N
	Jane _____	Y	N
	April _____	Y	N
	Christina_____	Y	N

Motion passed.

II. Hiring Committee and Timeline

- Due 10/15: Develop hiring committee. Chairperson April proposes three board members total and 1-2 community members. Christina and Janice will serve on this committee.
- Due 10/22: Hold committee visioning session.
- Due 10/29: Prepare job description and posting. April and Emily will prepare a draft, and board members will provide feedback prior to 11/2
- Due 11/3: Advertise the position.
- 11/4 - 1/15 (may vary depending on response): Review applications.
- 11/4 - 1/30 (may vary depending on response): Conduct interviews, deliberate, check references
- Offer and negotiate position with preferred candidate/review contract
- Develop start date; create a plan to introduce new director to staff, community, public; hold a welcome reception?

III. Final Steps in Director Transition

- Meetings are scheduled in the coming days to meet with staff in order to best support them.

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

Meeting adjourned at 9:16 pm.

Respectfully submitted,
Emily Oxnard

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