

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

DRAFT minutes – December 13, 2021 at 7:00 pm

Present: Sadie Stimmell, Jane Miller, Janice Leviton, Emily Oxnard, April Purinton, Jocelyn Messier, Christina Eagen, and Library Interim Director Suzanne Krohn

The meeting was called to order at 7:00 pm.

I. Citizen Comments:

- No citizens present

II. Secretary's Report

- a. Jocelyn moves to accept the November 8, 2021 minutes as written, April seconds. All vote in favor, and the motion passes.
- b. Approve or amend Dec. 6th special meeting minutes; tabled

III. Treasurer's Report

- a. Special guest: Joanna Waring, Trustee of the Trust Funds, presented us with a summary packet of the library trust funds and how to access them.
 - i. Trust fund 1887 (interest paid annually, cannot touch principal, disbursed Jan/Feb, no stipulations)
 - ii. Philbrick Trust #2 (same as above)
 - iii. Bill Sanborn Fund 1991 (interest paid, cannot touch principal, used ONLY for books)
 - iv. Augusta E Cross and Susan E Sanborn Fund 1964 (interest only, cannot touch principal, no stipulations)
 - v. Women's Relief Corps 1981 (does not specify if it is interest only or principal, specifically for upkeep of room for Women's Relief Corps in library building)
 - vi. Philbrick Fund #1 (does not specify if it is interest only or principal, no stipulations)
- b. Review accounts and expenditures

Checking account = \$25,870.34

Savings account = \$55,864.85

We also received a check from the Women's Club as reimbursement; \$382.00 will now go into our checking account.

Jocelyn moves we accept the treasurer's report as presented; Emily seconds the motion. All vote in favor, and the motion passes.

IV. Library Director's Report

There has been a staffing shortage this past month due to illness and situational circumstances.

- a. Programs: Story time has been suspended for the time being due to increased Covid numbers. Programming to-go has been in place to help off-set limited in-person interactions. The plan is to begin programming again in January. Book clubs are reporting lower attendance due to increased Covid stats.

The vaccination clinic needs approval from the BOS for the logistics. Suzanne will work on messaging as this program progresses, and the loose timeframe is around December 29th with the mobile van for everyone 5 years old and up. April notes in a follow-up that the old community center across the street from the library has a separate access point that can be accessed and is a potential space for library programming in the future.

- b. Facilities: The boiler room and downstairs closet need to be cleared out for safety purposes. The service window that was installed for Covid take-out service has been taken out to preserve heat. The attic is being cleared out of unnecessary items. The Historical Society will take the large painting, frame, local papers, and banner into their own space. We do, however, need to keep the big wooden chair and the historic altar. Jane moves that any items that the Historical Society will take be given to the discretion of the director, Jocelyn seconded. All in favor, and the motion passes. The panic button is not functioning properly so we will look into upgrading our personal safety system. Suzanne ordered a Chromebook for the library so that we have video and audio conferencing; Steve will get it up and running, and it will go into the town inventory.
- c. Professional Development: Sarah attended the NH Children's Librarian Fall Conference via zoom. Suzanne and Sarah attended virtually a half day conference called "Michigan Leading Big in Small Spaces," on Nov 17, 2021.
- d. Library Usage: Historically, data used to be hand-counted before digitizing. Our Library World stats aren't accessible anymore since we have a new LIS. Suzanne recommends tacking traffic and circulation for reporting purposes.

V. Old Business

- a. Covid protocols: PJJ masking guidelines remain in place. April moves that a personnel policy be created allotting paid sick time for part-time employees, Jocelyn seconds. All voted in favor, and the motion passes. Christina will look into the language needed to draft this policy.
- b. Safety review - tabled
- c. Technology inventory/plan - tabled
- d. Communication/Information plan - tabled

VI. New Business

- a. Collaboration with Friends – Budget informational - tabled

VII. Non-public session

Sadie made a motion to enter into nonpublic, and Jocelyn seconded in accordance with RSA 91-A:3, II (b). Nonpublic session entered at 8:53.

Motion to leave nonpublic session and return to public session made by Jocelyn, seconded by Jane.

Motion passed.

Public session reconvened at 9:39 pm.

Motion made to seal these minutes made by Sadie, seconded by Jocelyn, because it is determined that divulgence of this information likely would render a proposed action ineffective.

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| Roll Call vote to seal minutes: | Sadie _____ | Y | N |
| | Emily _____ | Y | N |
| | Jocelyn _____ | Y | N |
| | Janice _____ | Y | N |

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| Jane _____ | Y | N |
| April _____ | Y | N |
| Christina _____ | Y | N |

Motion passed.

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

Meeting adjourned at 9:40 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, January 10th, at 7 pm.