

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

**DRAFT minutes – January 10, 2022 at 7:00 pm**

**Present:** Sadie Stimmell, Jane Miller, Janice Leviton, Emily Oxnard, April Purinton, Christina Eagen, and Library Interim Director Suzanne Krohn, Co-Director Anne Meyer

The meeting was called to order at 6:57 pm.

**I. Citizen Comments:**

- No citizens present

**II. Secretary's Report**

- a. Jane moves to accept the December 6, 2021 minutes as written, and April seconds. All vote in favor, and the motion passes.
- b. April moves to accept the December 13, 2021 minutes as written, and Jane seconds. All vote in favor, and the motion passes.

**III. Treasurer's Report**

- a. Review accounts and expenditures

Checking account = \$23,870.35 (\$2,000 paid out to Brightspot Consultants)

Savings account = \$55,865.77 (\$0.92 interest)

Cricut grant purchase from ARPA funds came with three free months of access for templates/fonts; now we are being charged \$9.99/month, which comes out of our checking account. The machine is limited without it, but until our programming and staffing levels return to normal, this expenditure doesn't make sense. We can resubscribe to that monthly service at any time. Sadie moves to cancel the monthly Cricut fee, and April seconds. All vote in favor, and the motion passes.

Suzanne suggests we use the Women's Relief Corps monies (~\$300 per Joanna Waring's presentation last month) for patron computer replacements or a traffic counter.

Jane noted that if the budget passes this year, the library will have \$0.00 in our equipment line.

Suzanne noted that our subscriptions for both Ancestry (in library only, \$225/year), and Heritage Quest (at home usage, \$210/year) are due for renewal. April moves that we renew both subscriptions for the year, and Jane seconds. All vote in favor, and the motion passes. These show up in our budget under the Park Street Foundation.

- b. Library Trustees Audit Questionnaire: A couple of questions on the audit were discussed and all trustees signed the document.

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

#### **IV. Library Director's Report**

- a. Programs: The vaccine clinic scheduled for late December 2021 did not take place as the coordination between the town and the library did not work. Storytime is still currently suspended due to staffing issues. There were plans in the works to host a Valentines card-making program but due to current Covid surge and continued staffing-issues, these plans are on hold.
- b. Facilities: The town has plans to install a security system on the front and back doors which will be tied to panic buttons. Further developments are tabled until the new director begins.
- c. Professional Development: none
- d. Library Usage: With two holidays in the past month, visitation is lower. They are still tracking usage while also working on the town library report.
- e. Other: There is a possible library substitute from within town. Jane moves to approve this hiring, and Christina seconds. All vote in favor, and the motion passes.
- f. Non-public session:

Sadie made a motion to enter into nonpublic, and April seconded in accordance with RSA 91-A:3, II (a).  
Nonpublic session entered at 7:33 pm.

Motion to leave nonpublic session and return to public session made by Emily and seconded by Sadie.

Motion passed.

Public session reconvened at 8:05 pm.

Motion made to seal these minutes made by Jane seconded by April, 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

<b>Roll Call vote</b> to seal minutes:	Sadie _____	<b>Y</b>	N
	Emily _____	<b>Y</b>	N
	Jocelyn _____	Y	N
	Janice _____	<b>Y</b>	N
	Jane _____	<b>Y</b>	N
	April _____	<b>Y</b>	N
	Christina _____	<b>Y</b>	N

Motion passed.

#### **V. Old Business**

- a. Part Time Employee Sick Time Policy: April moves that we accept the amended Part Time Employee Sick Time Policy, and Emily seconded. All vote in favor, and the motion passes.
- b. Strategic Planning: The Strategic Planning Committee will meet again by the end of this month, and scheduling will be forthcoming about a retreat for all trustees at the end of March.
- c. Different Roots, Common Dreams Photo Exhibit: Becky Field, photographer, was scheduled to put up her exhibit in the school in February. Due to the Covid surge, this is not the right time to continue with this program. Christina will ask her about a later date in the year.

## **VI. New Business**

- a. New Director Announcement Strategy: The town, staff, and hiring committee are all aware of the new director's hiring status. Suzanne and Anne Meyer will work together to write up an introductory bio and post it in The Forum, on the library the website, the library's Facebook and Instagram pages, The Bridge, and the library newsletter.
- b. Upcoming Elections: Both Sadie and Emily will run again for another term. Jane will not be running again so there is one opening. The filing period is from January 19-28, 2022.

## **VII. Non-public session**

Sadie made a motion to enter into nonpublic, and Emily seconded in accordance with RSA 91-A:3, II (b). Nonpublic session entered at 8:49 pm.

Motion to leave nonpublic session and return to public session made by Sadie, and seconded by Emily.

Motion passed.

Public session reconvened at 9:10 pm.

There was no motion made to seal the minutes.

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

Meeting adjourned at 9:11 pm.

Respectfully submitted,  
Emily Oxnard

Next regular meeting: Monday, February 14th, at 7 pm.