

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

DRAFT minutes - February 14, 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 Meyers

Absent: Jocelyn Messier

The meeting was called to order at 6:59 pm.

I. Citizen Comments

None

II. Secretary's Report

- a. Accept or amend minutes from January 10, 2022

April moves to accept the January 10, 2022 minutes as written, and Jane seconds. All vote in favor, and the motion passes.

III. Treasurer's Report

- a. Review accounts and expenditures
 - Check \$23,870.35
 - Savings \$55,866.71 (0.94) (16.88 interest over course of year)

The town financial report for 2021 is complete. Total expenditures for the year are \$129,709.24. We are a bit under budget because we weren't paying a director during the transition time, and the line for books was underspent.

April moves to accept the report as given, and Christina seconds. All vote in favor, and the motion passes.

IV. Library Director's Report

- a. Programs: PJL is still operating without any full-time employees due to a leave; substitute Anne Leavitt has been in for three shifts to help with coverage. PJL is holding an open house on Friday, March 4th from 10 am-2 pm and Saturday, March 5th from 9 am- noon to meet Anne Meyers, the new director. A virtual program "Decoding the Mysteries of Cats" is scheduled for Monday, February 21st at 7 pm. A tween program is scheduled for March called "Rebel Girl Read Alouds" to coincide with during Women's History Month; pre-registration is required. The first mystery book club meeting is scheduled for March 14th. The staff continues to work on scheduling and is looking forward to warmer weather to facilitate outdoor programming.
- b. Facilities: Ray had to fix hinges on the back door, and there is no bill for it. Town IT came in and moved one of the three new computers so that it can now be used; this means one patron computer will be retired, bringing us up to three staff computers. Suzanne looked into getting a fireproof/locking file cabinet for financial and personnel files for the trustees' use at the library.

c. Professional Development:

d. Library Usage: Suzanne will give us the link to all of our past state reports.

e. Other: Discussion took place surrounding an item from the October 1, 2018 minutes under director Karen Howell's leadership. As follow-up, Sadie will get the 2018 RB Lewis report from John Harrington. The ILL position has been posted on employment sites.

V. Old Business

a. Strategic Planning: Report on meeting January 24, 2022: met with consultant Caitlin and spoke about the assessment memo she sent out. The meeting was working on priorities for the board retreat (logistical planning, policies, procedures). The current plan is to allocate about 30% of the retreat time to detail-oriented work such as logistical planning, policy needs, procedures that need to be squared away and implemented) and about 70% of the retreat time will be dedicated to broader thinking, big picture visioning. Sadie will send out a poll to trustees about when we're available to meet.

b. Upcoming Elections: Strategy was discussed for onboarding new trustees and nominations for board offices. New trustees shouldn't be expected to step into a vacated office role by default unless they are requesting or eager to do so.

VI. New Business

The board recognizes and thanks Jane Miller for her service as a trustee and as the treasurer. We also recognize and thank Suzanne Krohn for stepping in to be interim director as well as for her employment as our ILL librarian. We wish her well as her future endeavors take her outside of Deerfield.

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 8:16 pm.

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

Motion passed.

Public session reconvened at 9:02 pm.

VIII. Other

Discussion of Full Time Employee Leave Policy

Jane moves to accept the proposed amendments to the policy, and April seconds. All vote in favor, and the motion passes.

Sadie moved to adjourn, and April 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, March 14, 2022 at 7 pm