

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

Draft minutes – April 11, 2022 at 7:00 pm

Present: Sadie Stimmell, Emily Oxnard, April Purinton, Christina Eagen, Gwen Mathews, Jocelyn Messier and Director Anne Meyers

The meeting was called to order at 7:02 pm.

I. Citizen Comments

none

II. Secretary's Report

- a. Accept or amend previous minutes from March 25, 2022 special meeting (Strategic Planning Retreat): Jocelyn moves to approve the special meeting minutes from March 25, 2022, and April seconds; all vote in favor, and the motion passes.

III. Treasurer's Report

- a. Director Meyers gave an update in the absence of the Treasurer. PJJ received the reissued ARPA check, and it is ready to be deposited. Sadie moves that we accept the grant monies of \$1,500.00 and issue it back to the town's ARPA budget line as repayment for monies already spent out of that general fund, and Christina seconds. All vote in favor, and the motion passes. Additionally, Sadie signed the letter authorizing Janice and Emily as signatories on the PJJ bank accounts. The town auditors request access to our finances; they may view those when Janice returns on Thursday.

IV. Library Director's Report

- a. Programs:
 1. Storytimes attendance has been growing as word-of-mouth spreads. There were 38 attendees this past month.
 2. The Murder Book group is going well with 8 attendees last month and 4 this month.
 3. Vacation week planning is ongoing with a Hedgeie drop-in storytime scheduled, a kids craft class for DIY Book Hedgehog planned, and a take-and-make kit called "Surprise, Mom!") available 4/23-4/30.
 4. Screenagers: no word from DCS, so it is tabled until autumn.
 5. Summer reading planning is underway with a kick-off event scheduled for June, a mid-summer event in July being planned, and a wrap-up event in August concluding it.
- b. Facilities: Anne met with John Dubiansky regarding the upgrades that need to happen per recommendations from an old document. It was clarified that the bottom room to the left of the stairs can be used for collections. Additionally, old computers were removed from the premises.
- c. Professional Development:
 1. SILCS quarterly meeting on 4/12 at the Boscawen Library
 2. NHMA Local Officials workshop, virtual on 5/17
 3. HR Focused Director's Call by the NH State library on 4/21
 4. NHSL Workshop on Preparing for Book/Program Challenges, virtual on 5/3
 5. New Director's Workshop at NHSL in Concord on 5/13

d. Library Usage:

1. Foot traffic in the library is trending upwards with good weather. Busy days of the month are Mondays, Wednesdays, and every other Saturday with around 90-120 visitors weekly.
2. Book circulation is around 900 items in/out for the month.
3. OPAC (catalog) searches are around 370 for the month.

e. Staffing:

1. Children's Librarian: awaiting an update on return-to-work plans
2. Library Assistant will be out from 4/13-4/27
3. New ILL Assistant Edie Shipley will begin on 4/13

f. Other:

1. Furniture purchase of two chairs for the circulation desks.
2. Friends of the Library (FOTL) has asked for a wishlist for updates to the library, and/or summer reading programming requests.
3. Al Jaeger has proposed making some clay decorations for the top of our library sign. Sadie moves that we accept his generous gift, and Jocelyn seconds; all vote in favor and the motion passes.
4. NHLTA Trustees 2022 Spring Conference is 5/10 with a registration deadline of 4/22. April, Gwen, and Emily plan to attend and coordinate workshop attendance.
5. The town department head meeting happens quarterly. Introductions were made and each department gives an update. Anne connected with Denny G and Parks and Rec to see how these areas of our town overlap and collaborate.

V. Old Business

- a. Library Building Improvement Document: Emily will go back into earlier minutes to see if she can find notes about the fire/alarm panel. We are still in information-gathering mode about what needs to be done and out of which budget updates would come. Anne will call Ray to have the table in the downstairs room removed.
- b. Meeting Space: We are in conversation with Primex and town attorneys regarding the lease that was presented regarding potential meeting space across the street; PJL is waiting to hear from Ben Kelley on the proposed revisions.
- c. Strategic Planning: The committee got drafts today from Caitlin, the consultant, and a meeting for the committee is now in order to review the drafts.

VI. New Business

none

VII. 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 8:24 pm.

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

Motion passed.

Public session reconvened at 8:58 pm.

Motion made to seal these minutes made by Emily, and seconded by Jocelyn, 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
Gwen _____	Y	N
April _____	Y	N
Christina_____	Y	N

Motion passed.

VIII. Policy

- a. Sadie moves that we strike in the second line in the Full Time Employee Leave policy that gives the option to take one week per year of unpaid leave, and April seconds; all vote in favor, and the motion passes.

Sadie moves to adjourn, and Jocelyn seconds the motion; all vote in favor, and the motion passes.

Meeting adjourned at 9:01 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, May 16, 2022 at 7 pm