

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

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

Present: Sadie Stimmell, Janice Leviton, Christina Eagen, Gwen Mathews, April Purinton, and Director Anne Meyers

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

- I. Citizen Comments: None
- II. Secretary's Report
 - a. Minutes from June 7, 2022: Janice moves to accept the minutes as written, Sadie seconds; all vote in favor, and the motion passes.
- III. Treasurer's Report
 - a. Review account balances:
 - i. Checking account: \$19,210.35
 - ii. Savings account: \$55,870.33
 - b. Review expenditures: Final payment for the strategic planning process was sent to Brightspot.
 - c. Gwen moves to accept the treasurer's report as written, and April seconds the motion; all vote in favor, and the motion passes.
- IV. Library Director's Report
 - a. Programs: The 34 programs and events held by the library since February have been very busy, including a recent Tween Crafternoon and Lego Club. There is a concert coming up this weekend.
 - b. Facilities: The lights downstairs that aren't functioning will require an electrician, and Ray will let us know when to expect those repairs. The cleaner has come once since the last meeting. Anne continues to cover a lot of the cleaning at the library. Anne is going to check with the garden club to see if they have ideas about getting the front hedges trimmed.
 - c. Professional Development: Anne attended a grant funded program on June 10 to learn how to use an INDlcar which is a toy/tool to teach young children computer programming skills.
 - d. Library Usage: There has been a large uptick in library usage; both through patron visits, circulation numbers, and new library cards issued.
 - e. Staffing Updates
 - i. Children's Librarian: The Children's Librarian has accepted the job offer that was made after our last meeting. Everything is on schedule for Julie to start on July 25.
 - ii. Substitutes: Our substitute librarian has been invaluable.
 - f. Other:
 - i. The Summer Reading Program presentation at DCS was very successful and has brought some new traffic into the library.
 - g. Anne will be on vacation from August 22-27, 2022.
 - h. Gwen moves to accept the director's report, April seconds; all vote in favor, and the motion passes.
- V. Old Business
 - a. PJJ Hub Proposal

- i. The lease for 7 Church Street has been signed.
 - ii. Anne is working on policy for this space.
- b. Strategic Planning
 - i. Accept or amend new library mission and vision: Christina moves and April seconds that we accept the wording for our new mission and vision statements as follows; all vote in favor and the motion passes:

Mission: The Philbrick James Library's mission is to foster curiosity and support lifelong learning for all.

Vision: The vision of the Philbrick James Library is to be a place of connection and discovery for the community to learn, grow, and access information.
 - ii. Communication of Strategic Plan: Anne is working to refine our strategic plan document into an accessible and succinct document to share with the community.
 - iii. Policy Committee assignment: Emily, Christina, and April have volunteered to work on the policy committee.
 - iv. Points of Contact for Outreach and Governance: Gwen has volunteered to be the point person for outreach and Sadie will do so for Governance.
 - v. Work Session, Trustee Bylaws: Sadie has transcribed the current by-laws into an online document and provided a copy for each trustee. We will review these and compare them with the draft edits we began making in the fall so that we may update the bylaws in coming months.
 - vi. Christina, April, and Sadie met with Caitlin on June 30 to discuss the next steps with rolling out the strategic plan.
- c. Trustee communication/correspondence
 - i. We now have an official email address: librarytrustees@townofdeerfieldnh.com
 - ii. Sadie is developing a draft Communication Policy that will guide how emails to that address are handled.

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

Meeting adjourned at 9:05 pm.

Respectfully submitted,
April Purinton

Next regular meeting: Monday, August 8, 2022 at 7 pm at the Philbrick-James Library