

Philbrick-James Library

Meeting of the Board of Trustees

Draft Minutes – October 17, 2022 at 7:00 pm

- I. Call to Order (7:01 pm)
 - a. Roll Call, introduction of guests: missing Member Messier, all other trustees present, no guests
 - b. Approval of agenda: no additions, Gwen moves to approve the agenda as written, and Christina seconds; all vote in favor, and the motion passes.
 - c. Approval of minutes from September 12, 2022: Janice moves to accept as amended, April seconds; all vote in favor, and the motion passes.
 - d. Correspondence: none
 - e. Public comments: none
- II. Reports
 - a. Treasurer:
 1. Checking account: \$19,345.60
 2. Savings account: \$55,871.74
 3. Janice gave an update on feedback given during the annual audit
 4. April moves to accept the report as given, and Gwen seconds; all vote in favor, and the motion passes.
 - b. Director:
 1. Programs: 212 attendees overall from 9/6-10/13
 - a. Sept/Oct Programming included Introduction to Cryptocurrency, Pumpkin Needle Felting, On the Wing Live Birds Program by Friends of the Library, Outreach Event at the Energy Fair, attendance at the DCS author visit
 - b. Fall Children's Programming will include Preschool Storytime / Baby Rhyme & Playtime, Pajama Storytimes, Lego clubs, Tween & Teen Crafternoons
 - c. Fall Adult Programming will include PJJ Knitting Group, Trick-or-Treat at the library, Teeny Tiny Art Contest, November Adult Craft Night, December Adult Craft Night
 2. Monthly Circulation & Visitors: 628 visitors, 11 new patrons added, 1,320 check-outs
 3. Facilities:
 - a. The lift was reinspected and passed.
 - b. The lights downstairs in the Children's Room have all been fixed; there is one remaining in the adult fiction stacks.
 - c. A landscaping plan has been created for the town administrator to present to the BOS.
 - d. "Put the Library Garden to Bed" volunteer workday is scheduled for 11/5 from 9-noon.
 4. Staffing Updates: Holly has returned; Edie will be out for a week in October and has put ILL "on vacation" status; and monthly staff meetings on the 2nd Wednesday are proving useful.
 5. Professional Development: Project WILD workshop at NH Fish & Game was attended on 9/30, and NELA/NHLA fall conference will be attended Oct. 23-25.
 6. Other:
 - a. ILL is shifting from Thursday to Tuesday.
 - b. No new device is needed at this time to complete winter inventory.
 - c. Ongoing dialogues and policy creation continue regarding book banning.

- d. The Library and Friends of the Library will begin soliciting Halloween costume donations for a swap next year (2023).
- e. Options are being discussed with a resident who works for Granite State United Way regarding funding opportunities.
- f. CLiF grant update: new books have been ordered, DCS storytelling event is scheduled, and a vacation week program on owls is scheduled.
- c. Committees: Policy Committee meeting is scheduled for 10/28 from 12-1 pm at PJJL.

III. Old Business

- a. Update on PJJL Hub Meeting Room Policy: no change
- b. FY23 budget: Anne presented the budget and narrative on Monday 10/10 to the BOS. There were no questions about staffing hours, the BOS voted to add \$1000 to the humanities line, and the next step is going before the MBC for approval. Anne will alert us when that date is set.
- c. Update on Request for Reconsideration Policy: Anne is currently comparing it with the SAU's version
- d. Garden/landscape Plan: There is a volunteer "Put the Garden to Bed" scheduled for 11/5 to carry us through until we hear from BOS, specifically about needed tree work.

IV. New Business

- a. 7 Church Street: April has recused herself from this discussion and all voting. We are coming upon the part of the rental agreement where we agreed to take over the electricity bill beginning November 1st. Feedback from staff includes that it feels satellite-y, and there are some logistical challenges that may come with the space during the winter months. Sadie moves that we discontinue the lease at 7 Church Street, and Christina seconds; after discussion and a vote, the motion does not pass. Emily moves that we fund the space's electric needs through January as our library budget allows with any difference being made up with library held funds, and Janice seconds; after discussion, 3 vote in opposition, 2 non-votes, and 1 abstention, so the motion does not pass. Christina moves to discontinue use of the space, and Gwen seconds; 5 vote in favor and 1 abstains, so the motion passes.
- b. Library Space: The staff are reimagining and brainstorming ways to make better use of our existing indoor space for programming needs.
- c. Library Hours: Anne requests that beginning November 1st, the hours become Saturdays 9-1 pm; April moves to make it so, and Gwen seconds; all vote in favor, and the motion passes.

V. Next Meeting Date: November 14, 2022, 7pm

VI. Adjournment: Sadie moves to adjourn, and April seconds; all vote in favor, and the motion passes. Adjourn 9:12 pm.