

Philbrick-James Library
Meeting of the Board of Trustees
Draft Minutes – January 9, 2023 at 7:00 pm

- I. Call to Order (7:01 pm)
 - a. Roll Call, introduction of guests: Present: Director Anne Meyers, Trustees Christina Eagen, Janice Leviton, Emily Oxnard, April Purinton, and Sadie Stimmell. Absent: Gwen Mathews, Jocelyn Messier. No guests present.
 - b. Approval of agenda: April moves to approve the agenda as amended, and Christina seconds; all vote in favor, and the motion passes.
 - c. Approval of minutes from December 19, 2022: April moves to accept the minutes as written, and Janice seconds; all vote in favor, and the motion passes.
 - d. Correspondence: none
 - e. Public comments: none
- II. Reports
 - a. Treasurer:
 1. Checking account: \$19,374.95
 2. Savings account: \$55,987.65 (\$76.00 gained in interest, going up)
 3. Updates: none
 4. Emily moves to accept the report as given, and Christina seconds; all vote in favor, and the motion passes.
 - b. Director:
 1. Highlights of the month:
 - a. Granite United Way Library Connection Project grant was applied for and received
 - b. Second CLiF grant author presentation is tentatively scheduled for June 1st or 2nd along with DCS Summer Reading Program kickoff
 - c. Teeny Tiny Art Show was a success.
 - d. Upcoming Programs: Cruising NH History 1/21 at 11 am in Deerfield Community Church
 - e. Wrapping up the 2022 budget year and writing the Town Report contribution
 - f. Preparing for the Annual Public Library Survey, data compilation
 2. Monthly Circulation & Visitors: 544 visitors, 105 program participants this past month, 13 new patrons added, and 977 check-outs
 3. Facilities:
 - a. A plumber is coming to take care of a leak in the bathroom.
 - b. The downstairs shelving in the Deerfield room must be anchored into the far wall (concrete/brick) for safety.
 4. Staffing Updates: none
 5. Professional Development:
 - a. The Library Director will be meeting with the Assistant Director of Parks & Recreation on 1/10/23 to discuss effective collaborations for spring and summer.
 - b. The Library Director will attend the first quarter SILC meeting on 1/10/23 at the Epsom Public Library. SILC usage increased this past quarter as staff highlighted it along with new audiobooks.
 - c. The Children's & Outreach Librarian is attending a two-month long training course offered by the NH State Library titled "Youth Services Basics."

- d. Both the Library Director and the Children's Librarian are now ALA members. The Children's Librarian completed her first small grant application through ALA and is working on another larger grant with a focus on creating Accessible Small & Rural Libraries.
 - e. NH Library Association memberships will be added this month for all staff for 2023.
 - f. The Library Director may attend relevant sessions offered at the NHLA Spring Conference in Meredith on May 4-5, 2023.
6. Other:
- a. NH Downloadable Books was awarded \$30,000 of remaining ARPA money.
 - b. The Library Director needs the policy committee to move up in priority the Atrium SIP2 authentication switchover. An outreach plan will need to be implemented to communicate to town residents about the need to update their library cards.
 - c. A potential library volunteer may work on a project doing an inventory and organizing local historical materials in the attic and the Deerfield Room.
 - d. The Library Director and Deb Boisvert are working together to improve PJJ's technology plan and implementation as well as offering Drop-In Tech Help Sessions weekly. Deb has donated two "out of date" Chromebooks to the library for patron education purposes. Thank you, Deb Boisvert!
 - e. The lease for the library's copier/printer is up, and the Library Director recommends that it is economically beneficial to accept the machine buyout. NCLS will still come to service it, and toner is still provided.
7. April moves to accept the Director's Report as given, and Janice seconds; all vote in favor, and the motion passes.
- c. Committees: The Policy Committee is set to meet again on 1/20/23.

III. Old Business

- a. First reading Collection Development Policy: struck one sentence in #8 regarding an appeal process
- b. Library Parking: no current issues

IV. New Business

- a. Acceptance of grant money: Granite United Way, for three children's floor chairs (\$750) and for the AWE station (\$4,153). April moves that we accept the grant money offered by Granite United Way, and Christina seconds; all vote in favor, and the motion passes.
- b. Museum Passes: Sadie moves that we renew passes to the Currier Museum, NH State Parks, NH Children's Museum, as well as purchase SEE and Millyard Museum passes, and April seconds; all vote in favor, and the motion passes.
- c. 2023 Library Holidays (Juneteenth: 6/19/2023): Sadie moves that we accept Juneteenth as a holiday for staff and close the library, and Emily seconds; all vote in favor, and the motion passes.
- d. 2023 Election Timeline: Candidate Filing 1/25/23 – 2/3/23; Town Deliberative Session 2/4/23; Elections 3/14/23.

V. Next Meeting Date: February 13, 2023, 7:00 pm

VI. Adjournment: April moves to adjourn, and Christina seconds; all vote in favor, and the motion passes. Adjourn 8:12 pm.