

## **Philbrick-James Library**

### **Meeting of the Board of Trustees**

#### **Draft Minutes – December 19, 2022 at 7:00 pm**

##### **I. Call to Order (7:03 PM)**

- a. Roll call. Present: Director Anne Meyers, Trustees April Purinton, Janice Leviton, Gwen Mathews, Jocelyn Messier and Christina Eagen. No guests present.
- b. Approval of agenda: Jocelyn moves to accept the agenda as presented, and Gwen seconds. All vote in favor and the motion passes.
- c. Approval of minutes from November 14, 2022: Janice moves to accept the minutes with correction of spelling of Gwen's last name, and Christina seconds; all vote in favor, and the motion passes.
- d. Correspondence: Sadie will provide us with any correspondence received from November 14, 2022 to present at next meeting in January 2023
- e. Public Comments: None

##### **II. Reports**

- a. Treasurer
  1. Checking: \$19,374.95
  2. Savings: \$55,911.62
  3. Gwen moves to accept the Treasurer's Report, Joceyln seconds: all vote in favor and the motion passes.
- b. Directors Report
  1. Programs: Friends of the Library had a successful pie sale, Marty Kelly author visit at DCS, New titles from CLIF grant, 2 sessions held for December Adult Craft Night, Teeny Tiny art show is on display with 29 participants.
  2. Monthly Circulation (11/10/22-12/15/22): 645 library visitors, 162 library program participants (+500 at DCS), 15 new patrons added, 1043 checkouts, 1086 check-ins, 208 items added, 10 deleted
  3. Facilities: no issues to report.
  4. Staffing Updates: Holly will serve on Town Joint Loss committee, holiday staff coverage in place, holiday staff meeting scheduled for 12/21/22.
  5. Professional Development: Children's Librarian attended webinar by Connor's Climb, a suicide prevention and awareness non-profit and virtual CLSSP Summer Reading kick-off event, Library Directors call focused on Right To Know law (RSA 91-A), Library Director met with Debbie Boisvert regarding technology help, Library Diirector completed Public Library Associations Benchmark

Library Services Survey, Library Director attending NHSL Zoom “Together Talk”.

6. Juneteenth: Ongoing discussion on possible Juneteenth plans. We will revisit at future trustee meetings.
7. Jocelyn moves to accept the Directors Report as given, April seconds, all vote in favor and the motion passes.

c. Committees

1. Policy committee met on 12/2/22. They are making progress on standardizing current policy formatting and revisiting policies that need to be updated, created and reviewed.

III. Old Business

- a. None

IV. New Business

- a. Collections Development Policy: Anne provided a draft for review. We will revisit at next trustee meeting in January 2023
- b. Parking: We discussed the limited amount of parking space and potential accessibility issues. This is an ongoing discussion which we will revisit at the next trustee meeting in January 2023.

V. Next Meeting Date: January 9, 2023 at 7pm

VI. Adjournment: Jocelyn moves to adjourn, and Gwen seconds; all vote in favor, and the motion passes.

Adjourn 8:17 PM