

Philbrick-James Library
Meeting of the Board of Trustees
DRAFT minutes – June 12, 2023

Present: Sadie Stimmell, April Purinton, Emily Oxnard, Christina Eagen, and Library Director Anne Meyers

The meeting was called to order at 7:06 pm.

1. Call to Order Regular Meeting
 - a. Roll call, introduction of guests - no guests
 - b. Approval of agenda

April moved that we accept the agenda as written; Emily seconded the motion. All voted in favor, and the motion passed.
 - c. Approval of minutes from May 8, 2023

Christina moved that we accept as amended the minutes from May 8, 2023; Emily seconded the motion. All voted in favor, and the motion passed.
 - d. Correspondence
 - e. Public comments. No public comments.
2. Reports
 - a. Treasurer
 - i. Checking account = \$4,147.55
 - ii. Savings account = \$77,419.01. This includes \$5,911.89 received from Trust Funds for 2021 and 2022. Interest for May was \$143.94 at a 2.3% rate.
 - iii. Emily moved that we accept the treasurer's report as stated; April seconded the motion. All voted in favor, and the motion passed.
 - b. Library Director
 - i. Highlights of the month:
 1. Recipes for Success with Erin Moulton
 2. The Button Lady
 3. CLiF/SRP kick-off at DCS with author/illustrator John Steven Gurney and grades 1-6
 4. June Adult Craft Night
 5. The Green Thumb Club with Master Gardener volunteer Dorise Alexander
 - ii. Monthly circulation and visitors: 760 library visitors, 191 library program participants, 17 new patrons added, and 1,127 check-outs.
 - iii. Facilities:
 1. The YA collection has moved into the Deerfield Room
 2. Staff is shifting fiction upstairs followed by weeding.
 3. The BOS approved Ray Ellis's request to have the library roof inspected and repaired by Marquis Roofing in Manchester.
 4. The light fixture repair in the adult fiction stacks is underway.
 5. There are two new "Library Patron Parking Only" signs with improvements already observed.

6. Jared Messina will donate the library landscaping work to the town and will work with the Town Road Agent and the Fire Department to complete work off-hours so as not to impact library hours of operation. His generous donation is appreciated by the Friends of the Library.
 - iv. Staffing Updates: There have been a few absences for graduation, illness, and vacation, but the library has held steady. A library page will be hired shortly for temporary summer work. The Library Director has vacation coming up in late June and early July. The Children's Librarian will take vacation after Summer Reading Programming wraps up.
 - v. Professional Development: On-the-job staff training is ongoing.
 - vi. Programming:
 1. On the library's website, the Programming and Events tab is active and updated.
 2. The Library Director sent home a Summer Programming flier with DCS students, and it is available in the library as well.
 3. Don Williams has agreed to host a clay-building activity for 4th-6th graders as a special addition to the Monday Night Makers program on August 7th, weather permitting.
 - vii. Other:
 1. Grant update: PJL has received \$20,650 in grants since March 2022. Ongoing work with these grant monies includes report writing, webinar training, meeting with steering committees, and promoting these in our community.
 2. Friends of the Library funded a request for supplies and materials by the Library Director in the amount of ~\$260. Their annual library book sale will be held August 9th from 9am-noon.
 3. The Library Director is working on personnel evaluations.
 4. Outreach: The Library Director dropped in to the monthly senior luncheon at DCC in June. She is considering other outreach and connection opportunities coming up such as at the Farmer's Market and Police Department National Night Out.
 - viii. Christina moved to accept the Director's Report as written; April seconded the motion. All voted in favor, and the motion passed.
 - c. Committee Reports
Policy committee met on May 12 and worked on the Circulation Policy.
3. Old Business
 - a. Deerfield room egress: The Director received two different quotes from electricians. The Library is currently operating on a 100 amp system, and any upgrade will bring it up to a 200 amp system, which is the minimum code for residential electrical systems. The Director also spoke with the Town Administrator about the possibility of adding a new door, and he reiterated that the Board of Selectmen is concerned about the structural integrity of the building. The Director consulted with a library patron who is a structural engineer and feels that there are no concerns to the integrity of the building by adding a second door. This course of action is additionally supported by the NH State Historic Preservation Office as noted in the April 2023 minutes. The Library Director will

- draft a one-page proposal document which will include quotes, a visual mock-up, a letter of support from the NH Department of Natural and Cultural Resources, and other relevant items to be presented to the Board of Selectmen this summer.
- b. Annual staff evaluations: The Director is aiming to have all staff evaluations finished by July 1. The Board of Trustees and Director are unable to provide performance bonuses due to budget issues given.
 - c. Library Page hiring update: The Director has a candidate that she feels good about. April moved that we approve the candidate; Emily seconded the motion. All voted in favor, and the motion passed.
 - d. Library parking and handicap accessible spots: The handicap spot is on the wrong side for somebody who needs a mobility lift because it requires a person to back into a very difficult and cramped space. The parking lot is in disrepair. Specifically, the lines are difficult to see, and there is a large puddle.
 - e. Summer reading program update: Summer Programming is moving forward well.
4. Policies
- a. First Reading: Circulation Policy. There are no changes to report. The second reading will be at the next meeting.
5. New Business
- a. Annual library director evaluation: The Chair presented a draft of the Director Performance Review Process. Emily moved that we accept and adopt as written; Christina seconded the motion. All voted in favor, and the motion passed. Also reviewed and edited was a draft of the Library Director Evaluation. Emily moves to accept the Library Director Evaluation tool as amended; April seconds the motion. All vote in favor, and the motion passes. An evaluation subcommittee for review will be formed at our next meeting.
 - b. NHLTA Trustee meeting highlights: tabled
 - c. NHLTA Orientation to be held Monday, July 17
6. Next Meeting Date: July 10, 2023
7. Adjournment

Christina moved to adjourn; Emily seconded the motion. All voted in favor, and the motion passed.

Meeting adjourned at 8:50 pm.

Respectfully submitted,
April Purinton and Emily Oxnard