

Philbrick-James Library

Meeting of the Board of Trustees

Amended Minutes – July 10, 2023 at 7:00 pm

I. Call to Order (7:04 PM)

- a. Roll call. Present: Director Anne Meyers, Trustees Janice Leviton, Jocelyn Messier, Emily Oxnard, and Chairperson Sadie Stimmell. No guests present.
- b. Approval of agenda: Jocelyn moves to accept the agenda as presented, and Janice seconds; all vote in favor, and the motion passes.
- c. Approval of minutes from June 12, 2023: Janice moves to accept the minutes as written, and Jocelyn seconds; all vote in favor, and the motion passes.
- d. Correspondence: none
- e. Public Comments: None

II. Library Director Evaluation Non-Public Session RSA 91-A:3 II (a)

III. Reports

- a. Treasurer
 1. Checking: \$4,098.19
 2. Savings: \$77,568.68 (Interest rate currently 2.38%)
 3. The salary line in the budget appropriation report needs to be adjusted by the town to reflect accurately the budget's current standing.
 4. Jocelyn moves to accept the Treasurer's Report as given, and Emily seconds; all vote in favor, and the motion passes.
- b. Directors Report
 1. Programs:
 - a. Summer reading sign-ups: 96 children, 11 adults
 - b. Other programming taking place: The Green Thumb Club with Master Gardener Dorise Alexander, Pokemon, Lego, visits from the YMCA Program, Monday Makers first event had 7 attendees
 - c. Summer Reading Concert with Steve Blunt & Marty Kelley was Saturday, July 1st at 10:30 am. The weather held and so it was outside with approximately 75 attendees.
 2. Monthly Circulation: 1,026 library visitors, 272 library program participants, 18 new patrons added, 1,389 checkouts, 1,147 check-ins, 105 items added, 3 deleted
 3. Facilities:
 - a. We are awaiting official capacity numbers from Matt Fisher and Kevin Lemieux (Building/Code Enforcement).

- b. The broken light fixture in the adult fiction stacks has been repaired by an electrician.
 - c. Jared Messina completed the yew removal and will return to grind the stumps.
 - d. Library cleaning has been pretty consistent as of late.
- 4. Staffing Updates
 - a. The new library page has joined the staff for the summer.
 - b. Part-time Personnel Evaluations have been completed and signed. Some adjustments to job descriptions are being made after conferences with staff members.
 - c. The Library Director will meet with the Children's Librarian for an evaluation by the end of July.
- 5. Professional Development: The Library Director attended a NH Library Advocacy session virtually on June 27th, which gave context for advocating with government at a state-wide and local level.
- 6. Other
 - a. Grant update: Grant report and receipts for the Library Connection Project with the Granite United Way have been submitted, 6/23/23. CliF grant final reporting has been completed, though hand-written thank-yous for the sponsors have not yet been sent.
 - b. The annual Friends of the Library Book Sale will be held on August 19th from 9am – noon.
- 7. Jocelyn moves to accept the Directors Report as given, and Janice seconds; all vote in favor, and the motion passes.
- c. Committees
 - 1. The Library Evaluation Committee met on July 6, and Sadie will submit non-public minutes.

IV. Old Business

- a. Deerfield Room egress: The Director has collected specific suggestions from a structural engineer and is working to outline possible next steps.
- b. Library parking and handicap accessible spots: This work is tied to the shared parking lot and septic system of the Fire Department. The Town Administrator gave the Director a quote for adding an automatic door arm to the basement door for accessibility.

V. Policies

- a. Second Reading: Circulation Policy: tabled until August meeting

VI. New Business

- a. Roof: Marquis Roofing from Manchester worked on the roof on 6/23/23. The roof technician left stack of matching tiles upstairs in the attic in case more work is needed. It is reported that the moisture barrier is deteriorated under slate tiles. The date on the back of the slates is 1933, so they are not original. A full replacement from Therrien would be \$85,000. With the wet spring and summer, it is not currently leaking.
- b. Managing Library Property (discussion of RSA202-A:6 and 202-A:11): The Library Board of Trustees Chair will reach out to the Town Administrator to discuss creating an MOU. The Library Director will try to find out more information about a SIP (Site Improvement Plan), which will help prioritize projects and aid in gaining access to grant-funding

VII. Next Meeting Date: August 14, 2023 at 7pm

VIII. Adjournment: Jocelyn moves to adjourn, and Janice seconds; all vote in favor, and the motion passes. Adjourn 8:51 pm

Respectfully submitted,
Emily Oxnard