

Philbrick-James Library
Meeting of the Board of Trustees
Draft Minutes October 10, 2023 at 7:00 pm

- I. Call to Order: meeting called to order at 7:03PM
 - A. Roll call
 - 1. Present: Christina Eagen, Sadie Stimmell, Janice Leviton, April Purinton, Jocelyn Messier, Director Anne Meyers
 - 2. Guests: No guests
 - B. Approval of agenda: Jocelyn moves that we accept the agenda as written, Christina seconds, all in favor and the motion passes
 - C. Approval of minutes from September 12, 2023: Janice moves that we accept the minutes as written, Jocelyn seconds, all in favor and the motion passes
 - D. Correspondence: None
 - E. Public comments: Linda Perry, former library Trustee and Treasurer, spoke in support of the MOU that the library trustees presented to the BOS in September and shared her surprise and disappointment that the BOS voted against the MOU.
- II. Reports
 - A. Treasurer:
 - 1. Balances: \$4300.29 in checking and \$88,076.68 in savings.
 - 2. Interest still going up (2.53% interest of 180.79 interest)
 - 3. Donation of \$100 from a grateful patron
 - 4. April moves we accept the treasurer's report as written, Jocelyn seconds, all in favor and motion passes.
 - B. Library Director
 - 1. Highlights of the month:
 - a) Monthly programs and visitors: 20% increase in library visitors from September 2022 to September 2023. Programs continue to be very well attended.
 - 2. Facilities:
 - a) The large old oak tree over the library roof needs to be trimmed before snowfall to prevent damage to the roof. It is unclear whether the town will provide assistance in this given the motion regarding the library passed at the most recent BOS meeting. Anne will seek a quote on having the tree trimmed.
 - b) The front steps with the inlaid mosaic work are cracking in places. This is most likely from salt/water erosion. Will monitor.
 - c) The state elevator inspection was held on 9/13/23, passed, no issues.

3. Staffing Updates

- a) Library hours: In response to patron requests, Jocelyn moved and April seconds that we try a pilot of opening earlier on Thursdays at 9:00 instead of 10:00. All in favor and the motion passed.
- b) We will be short staffed the day before Thanksgiving. Christina moved and Jocelyn seconds that we close at 2pm on Wednesday before Thanksgiving, all in favor and motion passes.

4. Professional Development:

- a) Anne completed CPR & AED training. It was also recently inspected by members of the fire department and is expired (2019). We were informed to still use it if we need it, and how to order replacement pads; however, Anne is waiting to hear from the fire chief to see what/who needs to replace or refurbish it.
- b) Holly and Julie will take a paralibrarian class, Canva I, on Thursday 10/12.
- c) Julie began her virtual training with the NH State Library for Hatchlings on 9/18 10-1 via Zoom. Participating in this grant funded cohort training program will allow Julie to offer special early literacy programming.

5. Programming:

- a) Fall 2023 The Bear Big Read, Statewide. PJL's Book Discussion at DCC Oct. 26th, 6pm.
- b) November 9th 6pm, Night Sky Walk with Kelly Dwyer and Bear Paw.
- c) Cemetery Sleuthing with Erin Moulton has been postponed until January 20th, 2024.
- d) October 7th-31st: Friends of the Library Halloween Costume Swap
- e) Armchair Travel Presentation: Jean Cummings will share a slideshow & talk about her trip to Kenya last winter. Monday, 11/20 at 6:00pm.
- f) Adult Craft Nights: 11/6, wooden ornaments paint night (Jean Cummings will lead),
- g) 12/4 recycled book gift tags (Anne/Julie)
- h) Natural Wreath Decorating Demonstration & supply swap in November

6. Jocelyn moves, April seconds that we accept the Director's report as written, all in favor and the motion passes.

C. Committees:

- 1. Strategic planning met on 09/26/23
- 2. Policy committee for 10/3/23 did not have quorum to hold a meeting
- 3. Both committees need to reconvene. Due to the workload involved with restructuring the budget and our collaborative relationship with the town

in the wake of the 10/2 BOS meeting, this is to be tabled until the new year when we have more capacity.

III. Old business:

- A. Library Staffing Needs: The library continues to see a high volume of patron traffic and participation in programs. The part time library page hired over the summer is very helpful and Anne would like to keep this employee through the end of the year. She and Janice have determined that there are funds in our budget we can use for this. Christina moves and Jocelyn seconds that we continue to employ the page through the end of the calendar year. All in favor and the motion passes.
- B. Library Logo and Marketing Committee: We have not yet formed an official marketing committee. Gwen is investigating whether there is a graphic designer who may be available to help. This work remains ongoing.
- C. Working Session:
 - 1. MOU and Library Budget Revision: On 10/2/23, the BOS voted down the MOU that we presented to them in September, which was intended to “establish effective collaboration with the town of Deerfield and its Board of Selectmen to clarify expectations in decision making and in financial responsibility.” Instead, the BOS passed a motion to “hand the library building over to the trustees,” effectively removing the library’s historical access to town funds for the maintenance and repair of the library building. The Board of Trustees discussed that the current library budget request for 2024 does not reflect the costs of maintenance and repair for the Soldier's Memorial Building; this is because over the last decade or so, these expenses were being covered by the town's government building and maintenance line; library maintenance projects have also been prioritized based on overall town needs, during multiple default budget years. With the recent BOS motion, this now needs to be reversed so that the 2024 Budget Request for the Library includes these costs.
 - a) Sadie, Janice, and Anne met with the town administrator on Monday 10/9 to discuss the budget implications of the 10/2 motion and necessary revisions to our current budget so that the library operations and building can continue to be repaired and maintained as needed.
 - b) Trustees discussed possible warrant articles for 2024 elections. Because the town has been operating under a default budget for almost a decade, trustees are cognizant that remaining under a default budget for 2024 is a distinct possibility, and one that would prove exceedingly challenging for the library given the 10/2

motion and the loss of access to the town budget for library maintenance and repairs.

(1) April moves and Jocelyn seconds a motion to propose a warrant article that will see if the town will vote to raise and appropriate \$20,000 to establish a PJJ Building Maintenance Expendable Trust Fund with a cap of \$30,000 principle.

c) The trustees are following up with town administrators in order to gather accurate data for a fully revised budget for 2024, with acknowledgement that the town will no longer pay for what they historically have. Additional warrant articles may be necessary and will continue to be considered.

(1) The trustees are currently scheduled to present an updated budget to the BOS on 10/23.

IV. Adjournment:

A. Jocelyn moves that we adjourn, April seconds, all in favor and motion passes.

Meeting adjourned at 9:24 pm.

B. Next meeting Nov. 14th

Respectfully submitted,

April Purinton