

Philbrick-James Library
Meeting of the Board of Trustees
Draft Minutes Sept 12, 2023 at 7:00 pm

- I. Call to Order Regular Meeting: Called to order at 7:01PM
 - A. Roll call, Introduction of Guests
 - 1. Present: Christina Eagen, Sadie Stimmell, Janice Leviton, April Purinton, Emily Oxnard, Gwen Mathews, Director Anne Meyers
 - 2. Guests: No guests
 - B. Approval of agenda: Change of date from 8/14 to 9/12, Emily moved to approve as amended, Gwen seconds, all in favor, and the motion passes
 - C. Approval of minutes from August 14, 2023
 - 1. Fix spelling of Christina's last name Eagen - Janice moves we accept as amended, Emily seconds, all in favor and the motion passes
 - D. Correspondence: None
 - E. Public comments: None
- II. Reports
 - A. Treasurer:
 - 1. Balances: \$4,149.19 in checking and \$87,895.89 in savings.
 - 2. Interest still going up (2.49% interest of 172.24)
 - 3. Gwen moves we accept as written, Christina seconds, all in favor and motion passes.
 - B. Library Director
 - 1. Highlights of the month:
 - a) Monthly programs and visitors: 974 visitors, 111 library program participants 23 Adults, 3 Teens, 32 Children, plus 53 for terrarium building (33 children, 2 teens, 18 adults). 16 new patrons added
 - b) Circulation: 1608 checkouts, 1799 check ins, 117 renewals, 168 items added, 123 deleted.
 - c) Summer 22 vs. summer 23 substantial uptick in volume, 47% increase in summer reading program participation.
 - 2. Facilities:
 - a) Septic tank has been pumped. Oak trees have been looked at but no new updates from them. Potentially need a new outdoor sign as old one is peeling and in rough shape. Front steps cracking due to wear and tear; the mosaic tiling on the stairs is an important historic feature. Anne to seek info from patrons who have been involved in this type of repair in the past.

3. Staffing Updates:

- a) Anne would like trustees to consider further regular employment of the library page in the following manner throughout the fall/winter: 4-7 one night a week (M or W), plus 2 Saturdays a month. The intent of this would be to provide flexibility for FT staff, and continue to keep the page on payroll as a page and holiday substitute, and allow them to progress in their training and capabilities. Anne to further explore how this might fit into the budget with Janice and will report back. In the meantime, Sadie moves that we extend library page hours through the next month and revisit budget at next meeting, Gwen seconds, all in favor and the motion passes.
- b) Library hours: Anne wants Trustees to consider Adjusting library hours to accommodate earlier visitors and work with other town programming happening at similar times; senior fitness mornings and town office open late on tuesday. Anne to gather more information from staff and patrons on whether hours should be changed.

4. Professional Development:

- a) Anne asked to close the library on Tuesday Sept. 26 for two hours from 1-3pm to allow for staff training on new google workspace (trustees invited to attend). April moves that we allow this closure, Christina seconds, all in favor and the motion passes.
- b) Anne would like to take a class on bookkeeping. April moves that we approve the class, Emily seconds all in favor and motion passes.

5. Other:

- a) Friends of the library book sale was the best they've ever had.
- b) Grant Station available through tech soup for \$99/year. April moves and Christina seconds that we pay for one year of Grant Station. All in favor and the motion passes.
- c) Emily moves to accept the library director's report as given, Gwen seconds, all in favor and motion passes.

C. Committees: Policy committee to reconvene on circulation policy and youth card policy for first reading. April to send out when2 meet.

III. Old business:

A. Deerfield room and Roof - no new info

B. MOU meetings took place on August 25 and Sept 5 with a subset committee.

Sadie sent the MOU draft to John on Friday Sept 8, he is asking the chair if it will be put on the agenda for the 18th.

IV. Policies: To be continued after policy committee meets

V. New Business:

- A. Library logo and marketing committee: Gwen is going to reach out to some local graphic designers about logo development. In the meantime, Gwen and April to meet to sit down with Midjourney to continue developing some concepts for a logo.
- B. Library staffing needs: Discussed above under Library Director's report
- C. Library Hours: Discussed above under Library Director's report
- D. Strategic Plan: We need to meet to check in with how we are progressing with our strategic plan. April will send out When2Meet.

VI. Next Meeting Date: Tuesday, October 10th, 7pm

VII. Adjournment: Gwen moves that we adjourn Christina seconds, all in favor and motion passes. Meeting adjourned at 8:24pm.

Next meeting Oct. 10th