

**Philbrick-James Library
Meeting of the Board of Trustees**

DRAFT minutes – October 7, 2019

Present: Mal Cameron, Emily Oxnard, Anne Deely, Sadie Stimmell, Jane Miller, April Purinton, and Library Director Candace Yost

The meeting was called to order at 7:03 pm.

Citizen Comments: none.

Secretary's Report

Emily noted that the September minutes should show that April Purinton was present (and we all remembered the warm apple pie she brought for us to enjoy). The minutes were amended to show that April was present. Emily moved that we accept the minutes as amended. Sadie seconded and all approved.

Treasurer's Report

End of month bank balances:

Checking \$33,480.13

Savings \$50,226.19

A bill for Park Street Foundation, which covers our agreement with the state for downloadable books, is due. Emily noted that in the past this had posted to our contracts line; in the future we agreed this should post to the books line, along with our other subscription content.

Programs:

- We had a fairy house program today. 21 people came even in the rain. The fairy houses outside look wonderful.
- Halloween story time will be on the 30th at 5 for all ages. There will be crafts and snacks.
- Monday the 28th will be Family Game Night at 4:30.
- The PJL Youth Advisory Committee (YAC) open to grades 6-12. The first interest meeting will be November 4.
- There will also be two fun wintery things: Ugly Sweater Contest – drop off a sweater, and visitors can vote for the ugliest. For kids, there will be a Gingerbread Makeover contest.
- There will also be a winter reading bingo (similar but maybe a bit harder than the summer one!)
- The Humanities to Go program about Life Upstairs: British Servant Culture in Fact, Fiction, and Film will be November 8 at 7 pm. We should bring refreshments.
- Ray painted over the chalk wall.
- The play kitchen is now downstairs.

Technology:

- By the end of the year, all town employees (including Candace) will get new computers, as Microsoft will no longer support the old ones.

Repairs:

- None.

Professional Development:

- Candace attended a seminar on Meeting Room Policy and presented what she learned to the board.
 - Need an up-to-date patron policy. That way, if an issue arises, we have something to refer to.
 - We cannot deny anyone based on content. We can place restrictions on time, place, or manner of meetings. For example, we can limit it to town groups or non-profits only; we can charge for use; we can limit the frequency of meetings. For new groups we can set a trial period. After hours meetings are not recommended unless you can close off the room separately.
 - Should have an appeals procedure in case a group is denied.
 - If a group wants to use alcohol and charge for it, they would need to be certified through the liquor commission.
 - We should have an official decree from the fire department about library/room occupancy.
 - Sadie moved and Jan seconded that we contact the fire department to acquire an official decree about library occupancy, and suspend our existing meeting room policy until we acquire the decree and revise the policy. All approved.
- We reviewed the Patron Behavior Policy. With a few minor tweaks, we were happy with the existing policy.
- Candace will be going to a “nuts and bolts” library management seminar in two weeks.
- She is also going to the READS conference for adult library services and the Children’s Library Services conference. In November she will go to the NH Library conference.
- On the afternoon of November 5 in Epsom there is a fall Library Trustee workshop about maintaining a strong trustee-director relationship.

Old Business:

- Candace will purchase a water cooler.
- The beaver ecology program sponsored by the Friends was great! About 20 people attended.

2020 Budget:

- Our presentation is October 21 at 5:30 pm. Candace will present.
- The heating oil that we budgeted for should be sufficient. With the current new price that we are locked into we should be fine.

Goals:

- Candace presented the goals that she and Emily developed in August. Among the goals they identified for the coming months:
 - Barcoding will be complete by end of 2019.
 - Will launch a quarterly newsletter in January.
 - Update the collection. Have to think about the whole collection and break down where the needs are. One method is situational updating, where you pick sections and look for falling apart or outdated books, or topics that are missing.

New Business:

- Furniture: We need a place people could sit downstairs. Candace has picked out a couch and a rug for the space. Anne moved and April seconded that we authorize Candace to spend up to \$2200 to purchase the couch and rug. This money would come from our bank account and not from our operating budget.
- We also would like to reach out to craftspeople who could build some shelving and a reading nook for the downstairs space as well.
- Icy Lake: Candace reached out to Ray who said he went to the Highway Department, but they were not able to help. He talked to John, as did Candace. What ultimately needs to be done is re-doing the whole road. Anne will talk with Mark Young. April will look for gate recommendations.
- Next month we will talk more about strategic planning, including possibly hiring a consultant.

Anne moved that we adjourn. Sadie seconded. Meeting adjourned at 9:15 pm.

Respectfully submitted,
Anne Deely

Next regular meeting: Wednesday, November 6 at 7 pm.
Budget presentation to the Board of Selectmen: October 21