

Philbrick James Library
Deerfield, NH
Meeting of the Board of Trustees
November 14, 2023, 7pm
DRAFT Minutes

I. Call to Order Regular Meeting (7:01 pm)

- A. Roll call: Anne M, Sadie S, Christina E, Janice L, Emily O
- B. Approval of agenda: Christina moves to approve agenda, Janice seconds, and all vote in favor.
- C. Approval of minutes from October 10, 2023: Christina moves to accept the minutes as written, Sadie seconds, and all vote in favor
- D. Correspondence: none
- E. Public comments: none

II. Reports

A. Treasurer:

- 1. Checking: \$3,982.80; Savings: \$80,263.88; Interest for October is 2.53% for a total of \$187.20.
- 2. Expenses: Treasurer replenished the petty cash for expenses out of the trustees account; ALA grant expenses paid out.
- 3. Treasurer sent a letter to the auditors about PJJ's debit card procedure.
- 4. Emily moves to accept the Treasurer's report as given, Christina seconds, and all vote in favor.

B. Library Director

1. Facilities:

- a. Electrical improvements: Anne re-established contact with Ron Lesperance, of Get Wired Electric, and they discussed possibilities and moving forward with the existing quote. Ron has definite thoughts on how the lighting can be improved in the downstairs level of the library, as well as ideas for various electrical rebates that are available through EverSource, or directly with the manufacturing. The Director has made contact with Eversource through NH Saves and needs to locate the last Energy Audit for forward to the Eversource Rep before moving forward with quotes.
- b. Vinyl Siding: A name has been obtained but not yet contacted for power washing the vinyl siding, or other outside areas of the building. The Director is also hoping to reach out to this person regarding the suggested painting of the metal 'shelving' above the door that is degrading. The roof contractor observed that it needs to be repainted with rustoleum paint every few years to keep the metal in good condition.
- c. The Director has reached out to but not heard back yet from a professional sign company for ideas.

2. Staffing:

- a. There will be some areas of light coverage over the next two months. Full time staff are using the end of their vacation days and Part time staff are requesting some days off.
- b. After discussion, Christina moves to close the Saturday after Thanksgiving at Anne's request; Janice seconds, and all vote in favor.

- c. The town administrator has asked that town departments tighten up our end-of-year spending due to the overall town budget; the Part Time line is currently at 96% and will be overspent. Sadie moves to pause the temporary Library Page hours until the March vote on the budget; Janice seconds, and all vote in favor.
 - d. The Children's Librarian Employee Evaluation cycle was completed today.
3. Programming:
- a. Monthly circulation and visitors: 118 library program participants; 12 new patrons added; 1,286 items checked out; 798 library visitors (average of 160/week)
 - b. LTC Community Conversation: 4 attendees
 - c. Spooky Storytime: 42 attendees
 - d. Fall 2023 *The Bear* Big Read Oct. 26th, 6pm: 21 attendees
 - e. November 9th 6pm, Night Sky Watch Event: 12 attendees
 - f. Cemetery Sleuthing is postponed until January 20th, 2024. The Great Room at DCC has been reserved for this date, Errol Rhodes has offered to have his organization, Historic Deerfield INC, cover the associated town/heating fees in order to continue encouraging use of this important town building. After discussing pros/cons, Emily moves to remain with the original and confirmed reservation for the event at DCC, Christina seconds, and all vote in favor.
 - g. October 7th-31st: Friends of the Library Halloween Costume Swap: some funds raised, but mostly swaps, providing a community service. Next year the Children's Librarian plans on reaching out to the town welfare department and the school to make sure local kids in need are served.
 - h. Tech classes with Deb Boisvert: 11/16 *There's an App for That*, and 12/7 *Getting Organized with Online Calendars*.
 - i. Armchair Travel Presentation: Jean Cumings Monday, 11/20 at 6:00pm.
 - j. Adult Craft Night: Natural Wreath Decorating Demonstration & supply swap, Monday, 11/27 at 6:00pm.
 - k. Teeny Tiny Art Show has been moved back, into January and February.
4. Other:
- a. PD: The Director has been active in pursuing opportunities for learning and growth. She attended the NHLA Fall Business meeting on 11/9 at her own expense; she will attend the SILC meeting in Franklin on 11/16; she also plans to attend the Intellectual Freedom Overview for Library Leaders at the state library on 12/1. Additionally, the Director completed all sessions of the course *Quickbooks Online* and recommends that we pay \$75.00 for a non-profit subscription for next year; this will be revisited in our December meeting. Finally, the Director shared with the trustees an article from the ALA: [Gen Z and millennials are using public libraries](#), both in person and digitally, at higher rates compared to older generations, according to a new report released today by the American Library Association.
 - b. Library hours discussion: Should hours be changed to consolidate evening hours in conjunction with the times the Town Offices are open on Tuesday evenings? How will this affect Trustee meetings in the future? This discussion is to be continued and no decisions were made. A table is included for clarification.

	Currently	Proposed
Monday	10-7	10-5
Tuesday	10-5	10-7
Wednesday	10-7	10-5
Thursday	9-5	9-5
Friday	10-2	10-2
Saturday	9-1	9-1
Sunday	closed	closed

- c. An Eagle Scout would like to present at the January meeting of the trustees about his project proposal to beautify the library with a focus on the outdoors and landscaping. He has additional information that his project could be impacted by a potential septic design/replacement.
 - d. The Director has opted out of Heritage Quest and Ancestry due to low statistical usage from PJJL patrons.
 - e. Grant work: The Children's Librarian and the Director are working on the interim report for Round 1 of the ALA LTC Grant. The Director intends to apply for Round 2 of the funding and has received 4 letters of support.
 - f. The Vibe Board has been ordered and delivered from the Friends of the Library technology funds. Thank you!
5. Christina moves to accept the report as given, Emily seconds, and all vote in favor.

C. Committees

- 1. The BOS has offered a draft of an MOU with Fred McGarry serving as the Library Liaison. The MOU committee will meet to review the draft on 11/21 at 2 pm. The Director will post this meeting on the website.

III. Old Business

- A. Budget Updates: The MBC approved our proposed budget as presented on November 7th.
- B. Tree Trimming and Roof Repair
 - 1. Tree trimming: A contractor was contacted and is supposed to show up and take a look. The Director will follow up.
 - 2. Roof: The Director has been in contact with another roofing company, Custom Slate & Roof, who came out, did a thorough inspection, and recommended repairs. He stated that the roof does not need to be replaced, and is in very good shape, and that he can get red slate from Vermont, but he believes that we have enough on hand for the slate repairs. We discussed the decorative details, the valleys and copper flashing/pans at the seams, and he said he can repair, refabricate, and replace what's needed, but only "if the historical people agree." The Director reached out to Dick Boisvert, from the Heritage Commission, who reached out to Nadine Miller at the State, and she recommended this company's work without reservation. The Director will follow up when she receives an exact quote for the repairs.
- C. Revisit Warrant Articles: The trustees will move forward with the next step in putting forth one article. The text currently reads:

Article # X To see if the town will vote to establish a Philbrick James Library Building Maintenance Expendable Trust Fund per RSA 31:19-a, for the purpose of general maintenance and repair to the building and grounds of the Library building; and to raise and appropriate Twenty Thousand Dollars **(\$20,000.00)** to put in the fund; further to name the Library Trustees as agents to expend from said fund. The fund will have a cap at \$30,000.00 in principle.

IV. New Business

- A. Meeting timing: A trustee has requested to consider that the timing of monthly meetings be switched to 5:30 pm instead of 7:00 pm. This topic is tabled until next month.

V. Next Meeting Date: Tuesday, December 12, 7pm

- VI. Adjournment: Janice moves to adjourn, Christina seconds, and all vote in favor. Meeting adjourned at 9:03 pm.

Respectfully submitted, Emily Oxnard