

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

- I. Call to Order Regular Meeting: Meeting called to order at 7:04pm
 - A. Roll call, Introduction of Guests
 - 1. Present: Christina Eagen, Sadie Stimmell, Janice Leviton, April Purinton, Director Anne Meyers
 - B. Guests: No guests
 - C. Approval of agenda: Date for next meeting corrected to Monday, January 8.
Janice moved to approve as amended, April seconds, all in favor, and the motion passes
 - D. Approval of minutes from November 14, 2023
 - E. Janice moves we accept the minutes as written, Christina seconds, all in favor and the motion passes
 - F. Correspondence: None
 - G. Public comments: None
- II. Reports
 - A. Treasurer
 - 1. Balances: \$3,110.06 in checking and \$88,445.43 in savings.
 - 2. Interest of \$181.55 at 2.53%
 - 3. Made a payment of \$902.04 from checking (ALA grant for books)
 - 4. The library budget as of Friday December 8th is 94.6% used.
 - 5. Christina moves we accept the treasurer's report as written, April seconds, all in favor and motion passes.
 - B. Library Director
 - 1. Highlights
 - a) Monthly programs and visitors: 622 visitors, 154 library program participants
 - b) Circulation: 1236 checkouts, 1158 check ins, 74 renewals, 77 items added, 30 deleted
 - 2. Facilities: There are many facilities decisions that need to be made, including electrical updates, trimming of the oak trees that are leaning towards the building, and roof repairs. Anne has been in contact with many contractors and consultants to line up estimates for each project.
 - 3. Staffing updates
 - a) Anne was approached by the Work Based Learning program through NH Vocational Rehabilitation and Granite State Independent Living with the opportunity to place an adult from that program in a temporary work learning opportunity at PJL.

- (1) This individual would be placed at the PJJ for up to 10 hours total with a 1:1 assistant provided by the work program. This program is paid for by a staffing agency who will also complete all necessary background checks. No cost to PJJ.
 - (2) Suggested tasks for this individual are shelf reading, identifying books that need updated labels, adding barcode stickers, and the like.
 - (3) April moves that we move forward with this opportunity, Christina seconds, all in favor and the motion passes.
4. Professional development
- a) Anne recommends that we pay \$75 for a non-profit subscription through Techsoup for Quickbooks online \$75 (payment can happen after Jan 1). This will allow Janice and Anne to work together to set it up and determine processes for tracking our spending during the next fiscal year. Sadie moves that we approve this purchase, Janice seconds, all in favor and the motion passes.

III. Old Business

- A. MOU: We are still hoping to develop a collaborative MOU with the BOS.
- B. Tree Trimming: Anne consulted with Schuyler at Land Cleaners who presented us with three options for tree trimming, ranging from \$950 to take down the “twin” oak that is leaning toward the building to \$2400 to fully remove both clusters of oak trees. If only one twin oak is removed, the other twin will degrade in the next 5-10 years and eventually need to be removed as well. Sadie moves that we remove both twin trees closest to the PJJ building, at a cost of \$1400, to be paid for out of trustee funds, with the wood to be donated to the town wood bank. April seconds. All in favor and the motion passes.
- C. Roof Repair: After consultation with many experts, we have a quote of \$7300 for roof repair through Custom Slate roof. The contractor will refurbish the existing historical copper pieces rather than replacing them with new copper replicas. April moves that we approve the plan to repair the roof as quoted, while working with the BOS to collaboratively determine funding. Janice seconds, all in favor and motion passes.
- D. Electrical Upgrade/Deerfield Room Accessibility: Ron Lesperance at Get Wired quoted us \$3,835 to upgrade the electrical panel and service. This is necessary to increase the PJJ electrical capacity from 100 amps to 200 amps for future electrical needs and joint-loss protection.
 1. We have ALA grant funds that can pay for this in full. Sadie moves to approve the electrical upgrade proposal with Get Wired’s quote for \$3835 to be paid for out of ALA LTC grant. April seconds, all in favor and motion passes.

2. We will seek to collaborate with the BOS regarding tying the new panel into the RB Lewis system because of the town's working relationship with RB Lewis.
3. New wall will need to be constructed as a "landing spot" for the new panel. Anne consulted with building inspector Kevin Lemieux who quoted \$295 for that work. Sadie moves and Christina seconds that we move forward with Kevin's plan for the wall, all in favor and the motion passes.

IV. New Business

- A. Coffeehouse Fundraiser: This fundraiser is an opportunity to raise funds for "roof and restoration." Friends of the Library would be the ones to sign the contract with the coffee house organizers, their next meeting is Jan 4, Anne will present it to them at that time.
- V. Next Meeting Date: Monday, January 8, 7pm
- VI. Motion to adjourn: Sadie moves that we adjourn at 7:58pm, Christina seconds, all in favor and the motion passes.

Respectfully submitted,
April Purinton