

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**Draft Minutes Jan 8, 2024 at 7:00 pm**

- I. Call to Order Regular Meeting: Meeting called to order at 7:02pm
  - A. Roll call, Introduction of Guests
    1. Present: Christina Eagen, Sadie Stimmell, Janice Leviton, April Purinton, Anne Deely, Library Director Anne Meyers
  - B. Guests: Harrison O'Neal
  - C. Approval of agenda: Christina moves that we approve the agenda as written, Janice seconds, all in favor and the motion passes.
  - D. Approval of minutes from December 12, 2023: Janice moves that we accept the minutes as written, April seconds, all in favor and the motion passes.
  - E. Correspondence: None
  - F. Public comments: Harrison O'Neal is here to talk with us about his Eagle Scout project, which is to lead the library beautification project. His project covers the fundraising for the entire scope of the project. Some of his plans include bringing in mulch, straightening the peace pole, adding gravel for drainage around the building, and refreshing the signage out front.
- II. Reports
  - A. Treasurer
    1. Balances: \$2,874.36 in checking and \$88,633.41 in savings.
    2. Interest of \$187.98 at 2.5%
    3. \$295 paid from the ALA grant for phase 1 of the electrical upgrade project. \$8559.96 in those funds remains
    4. At the close of the year, 98.745% of the 2023 library budget was utilized.
    5. April moves we accept the treasurer's report as written, Christina seconds, all in favor and motion passes.
  - B. Library Director
    1. 2023 Circulation & Visitors:
      - a) 7,385 library visitors, 2,300 library program participants, 13,024 check outs of library materials, 1174 items added, 722 items deleted, 138 library cards added, 194 library cards updated, 21 library cards deleted.
    2. Facilities
      - a) There has been an increase in library traffic via supervised visits, educational evaluations, and educational and developmental service provider visits taking place at the library.
      - b) The electrical work has not been completed due to scheduling difficulties, Anne is working with the electrician to find a new date.
    3. Staffing updates

- a) Work Based Learning through NH Vocational Rehabilitation and Granite State Independent Living: Jared will be working four shifts in mid-January (Wednesdays & Fridays 2.5 hours each) and then staff will provide feedback.
  - 4. Professional development
    - a) Anne will attend a Primex (live Webinar) on FMLA, 1/11/24, 9:00-11:00 am
  - 5. April moves that we accept the library director's report as written, Anne seconds, all in favor and the motion passes.
- C. Committees
  - 1. No committees have met since the last Trustee meeting due to schedules. April will send out scheduling emails for the policy committee and strategic planning committee, with hopes of both gathering before our February meeting.

### III. Old Business

- A. MOU: We have not had a response from the BOS regarding our most recent MOU draft that was submitted.
- B. Tree Trimming: Anne has not heard back from the previous contractor regarding a date for the tree removal. Jared Messina offered to remove the oak trees and stumps for \$200 less than our previous quote. Sadie moves and April seconds that because we have not heard back from the prior contractor, we move forward with Jared's quote. All in favor and the motion passed.
- C. Roof: Anne is keeping a close eye on the attic for signs of roof leakage.
- D. Electrical Upgrade/Deerfield Room Accessibility: Some of the materials for the electrical work have been delivered, Anne is working with the electrician to find a date to reschedule the work.
- E. Coffeehouse Fundraiser: Paperwork has been signed with the Friends of The Library.
- F. Library Hours: Continued discussion of how to set library hours to best meet the needs of our community. In the interest of being thoughtful about what will best serve our patrons, no decision on how to change or restructure library hours has been made at this time.

### IV. New Business

- A. Museum and Cultural Passes: postponing until spring once we collect more data.
- B. Elections: Sadie has reached out to John Harrington for clarification on how elections will work for the Trustee position that was vacated by Gwen and filled by Anne Deely.
- C. Committees and Strategic Planning: It is time to review our progress on our strategic plan. April will send out when2meet to for Sadie, April, and Christina, in an effort to get a meeting together before our February meeting.

### V. Next Meeting Date: Monday, February 12, 7pm

VI. Adjournment: Christina moves that we adjourn at 8:32pm, Janice seconds, all in favor and the motion passes.

Respectfully submitted,  
April Purinton

DRAFT