

Philbrick-James Library

Meeting of the Board of Trustees

Draft Minutes March 11, 2024 at 7:00 pm

- I. Call to Order Regular Meeting: Meeting called to order at 7:01 pm
 - A. Roll call
 1. Present: Christina Eagen, Sadie Stimmell, Janice Leviton, April Purinton, Jocelyn Messier, Emily Oxnard, Library Director Anne Meyers
 - B. Guests: Harrison O'Neal is here to discuss his Eagle Scout project. Things are moving along, he is waiting for approval on his project through the Eagle Scout board. The four main components of his project are to refresh the sign, flagpole, crushed stone, and plant new rhododendrons. He plans to complete this work between the summer and fall. He projects that he'll need around \$3,200 for the work, all of which will be covered by fundraising and donations, with potential for assistance through grant funds.
 - C. Approval of agenda: April moves that we approve the agenda as written, Janice seconds, all in favor and the motion passes.
 - D. Approval of minutes from February 12, 2024: Emily moves that we accept the minutes as written, Janice seconds, all in favor and the motion passes.
 - E. Correspondence: None.
 - F. Public comments: None.
- II. Reports
 - A. Treasurer
 1. Balances: \$7,654 in checking and \$85,997.40 in savings
 2. Interest of \$176.11 at 2.52%
 3. Janice transferred \$3,000 from savings account to checking in anticipation of upcoming expenses, additionally the 2023 Trust Funds were deposited into the checking account.
 4. The auditors will be coming at the end of the month.
 5. Jocelyn moves that we accept the treasurer's report as written, April seconds, all in favor and the motion passes.
 - B. Library Director
 1. January 2024: 256 library program participants, 1,146 checkouts, 586 library visitors
 2. Jocelyn moves that we accept the library director's report as written, Christina seconds, all in favor and the motion passes.
 - 3.
 - C. Committees
 1. The Policy Committee met on 3/4/24
 2. Strategic Planning Committee met on 3/4/24
 3. Next committee meetings TBD after tomorrow's elections as the makeup of the committees will change.

III. Policies

A. 1st Reading Volunteer Policy

1. We completed a first reading of the volunteer policy tonight and will continue to work on it prior to a second reading.

B. 1st Reading Trustee Email Policy

1. We completed a first reading of the electronic communication policy tonight.

C. Discussion: Trustee Attendance Policy

1. Discussed whether we need one, whether it should be a policy or part of our bylaws. To be continued.

IV. Old Business

A. Tree Trimming

1. Jared Messina has completed the work on the trees. Invoice is on its way.

B. Roof Repair

1. Roof repair with Custom Slate and Copper will take place on 3/18, 3/19, 3/20. Per the contract, there is a payment of \$5,000 due on the start of the job, and then the final amount of \$1,600 is due upon completion. Anne will request a check for budgeted funds (for the amount indicated in the budget, default or passed operating budget) Trustees voted last month to approve the expenditure of trustee funds for the remaining balance, with the understanding that these funds will be partially reimbursed from the coffeehouse fundraising efforts in May (estimated to be \$2,000). The Friends of the Library discussed this at last Thursday's meeting.

C. Deerfield Room Accessibility/Engineering Plan

1. Anne has reached out to several small structural engineering firms to evaluate the building and examine feasibility.

V. Next Meeting Date: Monday, April 8, 7pm

VI. Adjournment: Christina moves that we adjourn at 9:11pm, April seconds, all in favor and the motion passes.

Respectfully submitted,
April Purinton