

Philbrick-James Library

Meeting of the Board of Trustees

DRAFT Minutes November 6, 2019

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

Absent: Anne Deely

Meeting called to order at 7:02pm

Citizen Comments: None.

Secretary's Report: The draft minutes for October were reviewed and no changes were suggested. Jane moved to accept minutes as written. Emily seconded. Jan abstained vote due to absence of October meeting. All others voted yes to approve.

Treasurer's Report:

End of month bank balances: Checking \$33,480.13; Savings \$50,228.32

Emily noted that Park Street downloadable books charge has been shifted from the contracts line to the books line in the budget. Park Street also supplies our movie contract and that remains in the contract line.

Librarian's Report:

- Programs
 - Halloween Storytime was attended by 2 families. This was the first time offering this event and the first time offering a story time at 5pm.
 - Regular storytime and lego club are going very well
 - A mom's group will be meeting on Fridays in the library
 - The gingerbread cutout event is underway and approximately 25 cutouts have been given out.
 - The ugly sweater event is also underway.
 - Suggested to ask folks to donate sweaters to get more participation.
 - Voting for gingerbread cutouts and ugly sweaters will take place during January open house.
- The Women's Club donated a Felt/Magnet/White Board that will be very useful for storytime and other events.
- Mal donated a microphone stand and eight packages of copy paper.
- Candace is done with conference season and will organize her notes and report out during December meeting

Old Business

- Reminder – The Humanities to Go program, "Life Upstairs: British Servant Culture in Fact, Fiction, and Film," is on Friday at 7pm.
- Reading Nook

- April reached out to several individuals. Jeff Kelley is available to look at the space and offer a quote.
- Icy Lake
 - Note the Board reference to “Icy Lake” is the dangerous water and ice build up that occurs in the winter at the front entrance of the library due to a clay sink hole in the street.
 - To fix the issue, the street needs to be repaired. The sink hole is not on library property, but impacts library operations.
 - April recalls that the side stairs may also be a hazard in the winter and we need to establish if this is the case.
 - April has been in contact with AQ fence to offer a quote on a gate to close off the front library entrance.
- Deerfield Room
 - The lower room in the library now holds all local historical books and Candace suggested it should be called, “the Deerfield Room.”
 - Jan moved to accept this name, April seconded, all approved.
 - Noted that we need to establish a policy on room use.
- 2020 Budget
 - Candace handed out the MBC schedule of meetings to be aware of as the budget is considered.
- Strategic Planning
 - April proposes to hire a consultant to direct the process.
 - Discussion on how to pay for this service. Suggested that as we are investing in ourselves, it should come from our own funds.
 - Candace will reach out to library directors in the area who have done this to get recommendations on consultants
 - Candace will share Hopkinton Library Strategic Plan for review as it is a similar sized library.

New Business

- Screenagers Film
 - April suggested this as a program that would be of interest to families with children as they navigate screen usage and cell phone access.
 - This is a 2 film series in conjunction with the “Wait til 8th” campaign. The films can be viewed in a community setting. License for both films that can be shown within a year of purchase is \$950.00
 - Jan suggested it would be nice to do in conjunction with the school to gather more interest and lend credibility.
- Volunteers
 - Candace has gathered best practices for volunteer use at libraries. There are a lot of people that have asked to volunteer. Emily moves to allow Director to use volunteer services. April seconds and all approve.
- Legislation

- Jan noted that there are two bills proposed that could affect library operations
- 2020 Census
 - It is encouraged for people to utilize local libraries to respond to the census

Sadie moved that we adjourn. April seconded. Meeting adjourned at 8:32 pm.

Respectfully submitted,

Sadie Stimmell

Next regular meeting: Monday, December 9 at 7pm.