

**Philbrick-James Library
Meeting of the Board of Trustees**

DRAFT minutes – Feb 10, 2020

Present: Mal Cameron, Emily Oxnard, Sadie Stimmell, Jane Miller, Janice Clark, Anne Deely, and Library Director Candace Yost

The meeting was called to order at 7:05 pm.

Citizen Comments: none.

Secretary's Report

Sadie moved and Jan seconded that the minutes from January be accepted as written. All agreed.

Treasurer's Report

End of month bank balances:

Checking \$31,502.68

Savings \$50,234.58

We discussed the new gate at the end of the walkway and agreed that it should be paid from the Maintenance and Repairs line (430).

Programs:

- Tomorrow is drop-in crafts day for Valentine crafts.
- Wednesday, March 4, will be our next Humanities to Go presentation: Songs of Emigration.
- The Friends are putting on a program about turtles on Saturday, May 2 at the church at 11 am.
- Allison will start tomorrow, and she and Candace will plan schedules for story times and other programs.
- Candace has made progress on the website. In addition, she has our first newsletter nearly ready to go – just waiting on a few details.

Repairs:

- Painting – the children's room and gallery room are sorely in need of a coat of paint. Candace will reach out to Ray and see if that is something that could fit in his schedule. We'd like to have it done before summer, if possible.
- Emily will reach out to the Therrien company, the company that has worked on the roof in past, with an initial inquiry about a roof inspection.

Professional Development:

- Candace recently attended the READS (Reference and Adult Services section) conference. They talked a lot about digital literacy – especially how the staff needs to be digitally literate in order to help the patrons. They provided a lot of training resources and ideas of how to track their training. They also did a useful presentation on fake news and truth decay.

Old Business:

- Allison Bjorndahl-McCarter, our new programming assistant starts tomorrow! She most recently worked at the library in Nottingham. She will work Mondays, Tuesdays, and every other Saturday.
- The Screenagers movie will be shown at the school, possible late in March. The PTO, FOCUS, and an anonymous individual have donated \$800. Jane moved that we donate the remaining \$150 to the Screenagers program to be shown at the school, and Jan seconded. Emily clarified that this will come out of our checking account, not our programming budget. All approved.
- Town voting is coming up. Everything seemed to go well at the Deliberative Session. There were a few questions for clarification about the warrant article and safety needs.
- The Friends group has indicated they want to put together materials to support the library's budget and the warrant article.
- Candace will submit an update on library activities to the Forum.
- Strategic planning: Sadie pointed out that while other libraries haven't given lots of feedback about their processes, we ought to continue to move forward with this process. Perhaps we should have a second working session to really make this happen.
 - There is a conference coming up in Portland, ME in June specifically about strategic planning in libraries. Candace will send out the information about it.

New Business:

- We discussed adding the Castle in the Clouds pass. It is \$250, and allows free regular admission for 1 adult and 1 child, and ½ price for another adult and child. Jan moved that we purchase the pass for the Castle in the Clouds, and Sadie seconded. All approved.

Sadie moved that we adjourn. Jane seconded. Meeting adjourned at 8:03 pm.

Respectfully submitted,
Anne Deely

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