

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

Minutes – June 8, 2020

This meeting was held via Zoom due to the ongoing COVID-19 Pandemic

Present: Mal Cameron, Emily Oxnard, Sadie Stimmell, Jane Miller, April Purinton, Janice Leviton, Christina Eagan, and Library Director Candace Yost

The meeting was called to order at 7:06 pm.

Citizen Comments: none.

Secretary's Report

Emily moved and Jane seconded that the minutes from March 9 be accepted as written. All in favor.

Treasurer's Report

End of month bank balances:

Checking \$31,703.69
Savings \$50,245.01

Emily is going to reach out to a roofing company to begin the process of having the roof inspected.

April moved and Jane seconded that we accept the treasurer's report as written.

Librarians Report

Programs:

- Candace and staff have been working through our collection of books to remove uncirculated items, plan summer reading, and plan for reopening.

Professional Development:

- Staff are participating in webinars as they become available.

Old Business

Office Elections:

- Mal is our current chair but does not plan to continue as Trustee after his term is complete this year. April suggested that we consider a mentor-ship setup so that the

next Chair can train alongside Mal. Sadie moved and Emily seconded that we create the position of Incoming Chair for the next year. All in favor.

- Jane nominated Sadie for the position of Incoming Chair. April seconded. All in favor.
- Secretary - Sadie nominated Emily for Secretary and April seconded. All in favor.
- Treasurer - Emily nominated Jane for Treasurer and April seconded. All in favor.

Children's Librarian Position:

- Candace is working on job description for our full time children's librarian. She will send it out by our next meeting so that we can begin advertising.

New Business

Reopening Phase 2

- We currently have adequate cleaning supplies but will need more as we begin to open the building to the public.
- In this phase of reopening, we will be operating under a curbside pickup model. There will only be two staff in the building at a time, and will essentially split the building in half and each stay in their part of the building. They will be self-monitoring for symptoms and staying home if showing any symptoms.
- The library will be reopening for returns next week and for curbside pickup in two weeks. Items being returned will be quarantined in bins before being added back to our collection.
- We have a supply of face masks on hand for patrons who need one.
- We will be looking into an attorney to review policies for additional phases of reopening. Mal will review the NHLTA website for any recommendations on specific attorneys who are working with the other libraries.

Summer Reading Program

- The summer reading program is being modified for safety during the pandemic. Craft kits will be in take-home format. Summer reading bingo will continue this year. There will be a story walk in the garden, take-home craft kits, and other low-contact services.

Library Resources on diversity and anti-racism

- Given current events, we discussed providing more anti-racism resources as well as ensuring that our collection includes a lot of diversity in characters and authors.
- Christina shared that Concord SURJ is looking for libraries looking to move forward with anti-racist programming and materials. She will let them know that we are interested.

- We will continue to include anti-racism as an agenda item in our meetings to ensure that it remains a priority.
- Emily moved that we adjourn. Sadie seconded.

Meeting adjourned at 8:52 pm.

Respectfully submitted,
April Purinton

Next regular meeting: Monday, July 13 at 7 pm.