

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

**Updated minutes – July 13, 2020**

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

The **Zoom** meeting was called to order at 7:09 pm.

**Citizen Comments:** comments submitted via email through Mal regarding appointments for in-person browsing for patrons; email forwarded from Mal to Board of Trustees on June 30<sup>th</sup>.

**Secretary's Report**

- Emily moved to accept emergency meeting minutes from March 23, 2020, and Sadie seconded. All voted to accept emergency minutes as written.
- April will resubmit June 8<sup>th</sup> minutes with one change noted by Mal, adding that the meeting was held via Zoom. The amended minutes were approved by unanimous vote.

**Treasurer's Report**

End of month bank balances:

Checking \$30,753.69

Savings \$50,245.01

Quarterly ending for Trust Funds: principal \$69,491.72; income \$7,247.99

April moved to accept, Sadie seconded.

**Librarian's Report**

**Programs:**

- PJJ to go has received positive feedback from the community and the timing is working out well. Other feedback reflects that it is hard to not have browsing capability at this time. A sample of pick-up numbers: Wednesday, 30 or so families picked up and Friday, 15 or so picked up books. Most patrons seem to be calling in for requests and are not as internet-reliant with the Google form or email.
- Summer reading began today with grab-n-go packets
- 7-ish people have signed up for library cards since the building closed; people can call in to sign up for one if needed.

**Repairs:**

- The AC went out, and Ray repaired it.
- Roof follow-up: Candace hasn't seen anyone yet; Emily will send a follow-up email.

## **Professional Development:**

- none

## **Old Business**

- A) Screenagers check situation was explained. Screenagers DVD was sent to and arrived at DCS, and it is still there. The company advised us to hang on to it; usually it is viewed and then send it back, but given the circumstances, they've been reasonable and flexible. We brainstormed a possibility to do an outdoor showing in the fall around Sept/Oct once return-to-school details have been released.
- B) Children's Librarian Position: We reviewed the language of the posting and are hoping to finalize it at the next meeting.
- C) Reopening Plans: There is a shared document with neighboring libraries where directors are inputting information regarding what they're doing. Most seem to think that letting the public in may be coming in Sept by appointment only. Sadie proposed we put together a document with a timeline and criteria and run it by lawyer (money to come from last line called "Safety compliance"). Candace will draft a plan for the next stage of reopening and will include what she needs including supporting policies.
- D) Anti-racism and diversity support: We agree that this needs to fit into our strategic planning. We also raised the question of how to fit this into our adult programming. Included in the diversity of needs conversation was how does library access (to computers, copier, wifi, etc.) and outreach fit in.

## **New Business**

- SURJ Update from Christina: this organization could help support /promote our needs for funds for racial justice programming or resources

Meeting adjourned at 8:44 pm.

Respectfully submitted,  
Emily Oxnard

Next regular meeting: Monday, August 10 at 7 pm via Zoom