

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

FINAL minutes – February 8, 2021

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

The **Zoom** meeting was called to order at 7:01 pm.

Citizen Comments: none

Secretary's Report

April moved to accept the January minutes as written. Christina seconded the motion. The motion passed unanimously.

Treasurer's Report

- End of month bank balances:
Checking balance \$28,602.78
Savings balance \$50,361.85
- A donation \$126.98 was made by Friends of the Library that goes to summer programming;
- Over the year, \$25.13 interest was earned in our savings account;
- Library Trust Fund: the principal ending fair value is \$87,189.35 and the income ending balance is \$8,743.66;
- Our treasurer submitted our end of year report to the town;
- Expenditures for 2020: \$113,757.29 which puts us 5% over budget;
- Although we are into the new budget cycle, we will be in a deficit budget until the town votes on the new budget on June 8th;
- The new Atrium catalog and Zoom were paid for out of our checking account, not from a budget line.

Sadie moved to accept the treasurer's report, and Emily seconded. All voted in favor; motion passed.

Librarian's Report

A) Programs:

- Make-aways: remain popular
- Trivia: continues online
- Online story time: continuing online with Sarah
- Movie night-in kits: still being offered
- Book theme packs: grab-n-go genre bags still available
- Seed library: this is an on-going project
- Summer reading: Candace is planning for two possible scenarios: and "ideal" summer without as many restrictions in place as well as a more "locked-down" version. "Tails and Tales" is this year's theme. Candace is working to schedule programming with the Center for Wildlife for a possible visit to PJJL if the center is open.

B) Repairs: n/a

C) Professional Development:

- Summer reading: meeting with other directors
- Emotional resilience: webinar *Dealing with Tough Times*
- Rural Libraries: next week Candace will virtually attend *Rural Libraries and Community Partnerships*

Old Business

- A) 2021 Budget: Because deliberative sessions are pushed to May (see treasurer notes above), this also affects trustee terms. They will serve through election day on June 8th;
- B) Strategic Planning: April, Sadie, and Christina make up our Strategic Planning Committee. They intend to meet and then present to the board at the next meeting: strong consultant candidate options, cost, when they will be available to work with us on goals, action steps, etc.;
- C) Anti-racism and Diversity support: The NH Workplace Racial Equity Learning Challenge is a lot of content. We're all feeling behind but making our way through it, and it is a good use of our time;
- D) Annie Vennerbeck's last day is February 24th; she will be greatly missed!

New Business

- A) Library Assistant search: Candace received 10 applications with some good leads. By the end of the week she'll be scheduling Zoom interviews for Annie's position and will have an update for us by the next meeting;
- B) Summer program possibility: Christina suggested working collaboratively with our children's librarian to pilot a "Summer Pen-Pals" program between Deerfield elementary age children and Concord New American elementary children with the goal of promoting literacy and writing through the summer while also creating bridges and bonds between Deerfield and Concord children;
- C) Next week is Library Lover's Week and February 17th is Random Acts of Kindness day; Candace will acknowledge these days and engage people in celebrating them.

Jane moved to adjourn, and Sadie seconded. All voted in favor.

Meeting adjourned at 7:54 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, March 8, at 7 pm via Zoom