

Philbrick-James Library
Meeting of the Board of Trustees
Approved Minutes – October 18, 2021

Present: Sadie Stimmell, Christina Eagan, Jane Miller, Janice Leviton, Emily Oxnard, April Purinton (via Zoom), Library Assistant Suzanne Krohn (via Zoom), Children's Librarian Sarah Gontarski, Library Assistant Holly Tomilson

The meeting was called to order at 7:00 pm.

I. Citizen Comments:

- No citizens present
- No correspondence

II. Staff Meeting (45 min.)

- a) Introductions and Staff Recognition
- b) Review and discuss staff questions/concerns

The following is a summary of a Q&A between staff and board.

1. **Where do we currently stand on ordering while without a director?** We will pause ordering until we have further information on the state of our budget. Please communicate with Jane via email and cc Sadie for any ordering needs that arise.
2. **How will Director's calls be handled?** The interim will take these calls which happen every Friday via Zoom.
3. **How will we handle staff absences for the time being?** If we need to close, Emily will update the library website with closure notice and Sarah will update through the PJJ Facebook page. Anne Meyer is available to sub on 10/30, and Debbie Kelley may be able to sub sometimes.
4. **How will we handle the need to close in case of Wi-Fi outages or weather events?** Contact Steve Jamele first and Atlantic Broadband; use best judgement in the moment. Once a decision is made by staff, contact Sadie, and we will put it on FB and on the library website.
5. **How will we handle all programming needs, both currently planned and new ones going forward?** We will keep current program plans in place and will let the Interim director make these decisions about new programs after getting Board approval. Jane moves to approve the suggested November food drive at the library the week before Thanksgiving, Christina seconded, all voted in favor; motion passes.
6. **How will mail pick-up be handled?** Jane will arrange a pick-up schedule.
7. **Regarding COVID, are there any upcoming plans to maintain or change our procedures with winter approaching?** Sarah recommends that we keep most procedures in place but suggests that story times can come inside. Christina moves that the children's librarian uses her discretion during story time concerning the occupancy limit, Jane seconds, all voted in favor; motion passes.
8. **How will decision-making be handled on a day-to-day basis?** Use your professional judgement for day-to-day operations, please use the police in emergency situations, and run financial decisions through Jane first.
9. **How will we handle the director's email addresses?** A forward will be set-up to Suzanne's email address so that she can address any patron inquires/needs.
10. **Do we have a staff Covid policy now that we are potentially short-staffed?** Based on CDC recommendations, Sadie moves that tomorrow one staff member can work remotely via digital communication for full pay, Jane seconds, all voted in favor; the motion passes. Sadie moves that the

staff member can work as scheduled asymptotically, maintaining a 6-foot distance unless town policies state otherwise, Jane seconds, all voted in favor; the motion passes.

III. Secretary's Report (5 min.)

- a) Review minutes from Sept. 13
- b) Review minutes from Sept. 20
- c) Review minutes from Oct. 7
- d) Review minutes from Oct. 12

Jane Moved to accept all min as written, Janice seconds, all voted in favor; motion passes.

IV. Treasurer's Report (25 min.)

- a) Review accounts

Checking account = \$25,512.32

Savings account = \$55,862.98 (Our current interest rate is .02%. With a money market account, we could get it up to .05%.

Jane counted petty cash on 10/13 and deposited it into the checking account. It is generated from small donations and photocopier user fees.

General guidelines for expending petty cash include: limiting purchases to no more than \$50.00 at once, small purchases for mailings, items that weren't in original programming plans, etc., Jane will draft a general set of guidelines and will get a logbook for tracking such expenses.

Jane moves that we temporarily freeze the budget other than contractual obligations and payroll, Emily seconds, all voted in favor; motion passes.

Janice moves we accept the treasurer's report as stated, Christina seconded the motion. All voted in favor, and the motion passed.

- b) Review current spending report

V. Library Director Hiring (15 min.)

- a) Committee report: We are a little behind schedule with putting together the committee. It can be finalized through email. The hiring committee can meet nonpublicly as long as there is no Board quorum? *N.b.* Information was brought forward that this does not align with RTK laws, and so our hiring subcommittee will now meet publicly.
- b) Interim director: April will follow up through NHLTA about whether or not we can appoint an interim director or must we advertise.

Chair postpones remainder of agenda.

VI. Strategic Planning

- a) Update from committee
- b) Status of Bylaws *postponed*
- c) Policies
 - i. Review Volunteer Policy Best Practices
 - ii. Review Standard Job Descriptions
 - iii. Patron Behavior Policy *postponed*

VII. Old Business

- a) Budget Proposal
- b) Safety
- c) Screenagers
- d) Anti-racism and Diversity Support

VIII. New Business

Sadie moved to adjourn; Jane seconded the motion. All voted in favor, and the motion passed.

Meeting adjourned at 9:10 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, November 8th, at 7 pm.