

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

APPROVED minutes – March 14, 2022 at 7:00 pm

Present: Sadie Stimmell, Janice Leviton, Emily Oxnard, April Purinton, Christina Eagen, Gwen Mathews, Jocelyn Messier and Director Anne Meyers

The meeting was called to order at 7:03 pm.

I. Citizen Comments

- a. A Deerfield citizen offered comments on how to improve the outside of the building: there is a dead tree that needs trimming to the left of the building, and it is time for the shrubs to be cut way back so that they can come back in health and offer a clearer view of the front of the building.

II. Board Officers Nominations and Election

- a. Welcome new board member, Gwen Mathews!
- b. Nominations for Chairperson, Secretary, and Treasurer – Emily nominates Sadie as chair, April seconds, all vote in favor; Sadie nominates Emily as secretary, Christina seconds, all vote in favor; April nominates Janice for treasurer, Emily seconds, all vote in favor; all motions pass.

III. Secretary's Report

- a. Accept or amend minutes from February 14, 2022: Sadie moves to accept the amended minutes, Jocelyn seconds, all vote in favor and the motion passes.

IV. Treasurer's Report

- a. Review accounts and expenditures: Janice is engaged in training from previous treasurer, Jane. There were no checks written this month. Pete fixed the item so that salary is now in the budget. The town budget didn't pass so we're still in a default budget. March 16th is the gathering to get Janice transitioned onto the checking/savings accounts. There is no bank statement as of today.

V. Library Director's Report

- a. Programs: Storytime begins March 28th. Baby Rhyme Time is on Mondays at 10:30 and Family Storytime is on Wednesdays at 10:30. Holly had a successful first meeting of the Murder Mystery Book Group who met outside. The Zoom Cat Behavior program that was collaborated with Barrington had 18 attendees, and the presentation was engaging. The Rebel Girls read aloud program was advertised in The Bridge.
- b. Facilities: There is a new outlet cover installed under table in adult room
- c. Professional Development: Introduction to Cataloging class taken
- d. Library Usage: Circulation has gone up in the last 2 weeks, patron visits are trending up with school vacation week the busiest with 105 visitors.
- e. Staffing updates: Shortages continue with the children's librarian out until April 12th and the library assistant out for two weeks in middle of April; Anne Levitt has agreed to sub for those dates. The open ILL position is posted on various job sites but not yet filled; her departure date is planned for end of month and cross-training of other staff is taking place.

VI. Old Business

a. Meeting Room Policy:

- Clarifying information was provided regarding the lack of a meeting space at PJJ. There are no meetings allowed in the downstairs room that currently houses the table due to the fire chief's recommendation because of the lack of a second egress; this was not addressed in the old RB Lewis report. The PJJ Chair is currently awaiting a copy of the RB Lewis Report from the town manager and something in writing from the fire chief. The Director's recommendations are: it is not necessary to have a meeting room policy due to not having appropriate facilities do not currently exist; to have the furniture removed from that room; to get creative with our existing space constraints, which may necessitate the need for rearranging.
- April gave an update on a possible meeting space. The old community building that is diagonally across the street from the library is owned by Ben Kelley. There is a space in the building that has been empty for a year and a half. It has its own entrance on the right, an accessible ramp in the back of the building, is about the size of the current downstairs library room, has a bathroom, and a shared kitchen space. PJJ has an offer to use it for free for 4 months as a trial; after that there would be no rent but PJJ would take on the electric costs estimated at around \$45-\$50/month. If a paying tenant comes into play, we'd be given 60 days' notice, and then be offered about \$200/month for rent if we'd like to continue in the space. Ideas for space usage from the library: craft groups, local writer groups, book groups, one-off speakers, teen/tween game night, indoor programming while we do some painting/rearranging of our existing space. Questions and concerns to address include: how would liability/insurance of that space work; how would staffing of that space work as we are currently short-staffed; if our trial goes well, we would need to fund this space for roughly \$3,000/year. Next steps include: Jocelyn will ask John to get us in touch with the town lawyer, Christina will reach out to the trustee association about any situations similar to this, Anne will ask on her listservs about directors who have experience with off-site programming, and Janice will consider where in our lines this may be able to be funded.

- b. Strategic Planning: Board retreat scheduled for Friday, March 25, noon to 4pm. The strategic planning committee met on Monday, 1/21/2022 to assess current policies and procedures that are currently written and to prioritize the ones that need attention. Consultant Caitlin will write up the agenda for the day, and Emily will post the meeting.

VII. New Business

none

VIII. Non-public session

Sadie made a motion to enter into nonpublic, and Jocelyn seconded in accordance with RSA 91-A:3, II (c). Nonpublic session entered at 8:01 pm.

Motion to leave nonpublic session and return to public session made by Emily and seconded by Sadie.

Motion passed.

Public session reconvened at 8:38 pm.

Motion made to seal these minutes made by April seconded by Christina, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll Call vote to seal minutes:

Sadie _____ **Y** N

Emily _____ **Y** N

Jocelyn _____	Y	N
Janice _____	Y	N
Gwen _____	Y	N
April _____	Y	N
Christina _____	Y	N

Jocelyn moved to adjourn, and April seconded the motion. All voted in favor, and the motion passed.

Meeting adjourned at 8:40 pm.

Respectfully submitted,
Emily Oxnard

Special meeting for strategic planning: Friday, March 25, 12:00-4:00 pm, upstairs BOS conference room of the George B. White Building

Next regular meeting: Monday, April 11, at 7 pm.