

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

Amended Minutes – May 16, 2022 at 7:00 pm

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

The meeting was called to order at 7:02 pm.

- I. Citizen Comments: The chair was contacted by Joanna Waring as a go-between for Erroll Rhodes's Dooryard Gazette. After discussion, Sadie moves that we respond to the email that we will not contribute at this time, and we will revisit this at a later date as we work through our strategic plan. Jocelyn seconds, all vote in favor, and the motion passes.
- II. Secretary's Report
 - a. Accept or amend minutes from April 11, 2022: Jocelyn moves to accept the secretary's report, and April seconds; all vote in favor, and the motion passes.
- III. Treasurer's Report:
 - a. Checking account: \$21, 735.35, Savings account: \$55,869.39
 - b. Janice and Emily now have check-signing authority and are working to get online banking access.
 - c. Auditors' feedback: secure petty cash and debit card, log monies coming in and out, deposit weekly instead of monthly, document any purchases with debit card.
 - d. Other: We are still working towards getting a locked, fire-proof device to reside on-site.

Sadie moves to accept the report, and April seconds; all vote in favor, and the motion passes.
- IV. Library Director's Report
 - a. Programs: Storytimes attendance remains steady. April vacation week was busy with 191 visitors. Events that week included: Hedgie storytime (26), DIY Book Hedgehog class (22), museum passes were checked out, and Passive Take & Make "Surprise for Mom" (15). Additionally, Holly's Murder Book Club had 6 people in attendance. Planning for Summer Reading Program continues:
 - i. Casual kick-off event on Tuesday, June 21st
 - ii. Weekly Veasey Park storytimes: July 5, 12, 19, 26 and August 2, 9, and 16
 - iii. Summery Saturday Morning Storytimes: June 25, July 9 and 23, August 6
 - iv. Midsummer Reading Event on July 16, 11:00 am, outdoor concert with Mr. Aaron at the gazebo generously sponsored by the Deerfield Friends of the Library
 - v. Wrap-up Event in August: Special last Veasey Park Storytime (8/16) and/or Reading Celebration Sundays at Deerfield Old Home Day (8/20)
 - vi. Adult SRP: Holly's Walking Club/Deerfield Walking Challenge (2 parts: active "club" and "Walk Local, Read Local" passive program). Summer Fling Book Club on the Walk Local theme: "Following Atticus" by Tom Ryan, Monday, August 1st, 6:00 pm
 - b. Facilities:
 - i. Kids Creation Station is being prepared for upstairs in back corner near the lift. Ray will install a free laminate counter that will be useful for drop-in programming as well as space for the Cricut machine.

- ii. A work order has been placed to fix the lights that are out in the downstairs children's room.
- c. Professional Development:
 - i. Attended workshop at NH State Library on preparing for book and programming challenges on 5/3. It gave an overview of NH and the national outlook for book challenges and provided a map of steps to take for preparation. As a result, Anne is reworking the collection development policy and materials reconsideration paperwork.
 - ii. Attended the New Directors Workshop in Concord on 5/13. It introduced the resources of the NH State Library, and Terry Knowles presented on Library Money, Friends, and Foundations.
- d. Library Usage: about the same as last month, 512 library visitors from April 10-May 5; circulation saw 868 check outs, 120 renewals, 828 check ins; online patron access catalog (OPAC) searches 422, 21 were mobile, mostly by keyword or author
- e. Staffing Updates
 - i. The children's librarian position is open. Sarah announced her last day on May 4th and will remain until May 25th; she has taken a position in Amherst. With another staffing shortage on the horizon, we need to consider posting for another substitute as well. Anne is working on redrafting the job description of the children's librarian. We need to consider the language of the original warrant article and how it impacts the job structure, pay, benefits for salaried versus hourly. Anne will talk to Pete about this, and Emily will be in touch with Natch Greyes about access to town attorneys and legal lines in budgets.
 - ii. Holly is out for 2 more weeks until at least May 27.
 - iii. Edie, the new interlibrary loan position, has jumped right in and is doing great.
 - iv. Our substitute is Anne L.

V. Old Business

- a. PJJ Hub Proposal (meeting space)
 - i. Review and discuss lease agreement for BOS meeting presentation: We are moving forward with a draft proposal only to the BOS which includes lease information, the purpose, associated policies, etc. Director Anne will present this to them when all information is prepared.
- b. Strategic Planning
 - i. Accept or amend Strategic Plan Narrative and Goals: We have received it, and will discuss this at the next meeting.

VI. New Business

- a. Juneteenth Holiday Discussion: For this year we will align with the town by remaining open, and we will look at our holiday policy in the future to better-address this next year.

Sadie moves to adjourn, and Jocelyn seconds; all vote in favor, and the motion passes.

Meeting adjourned at 8:57 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, June 6, 2022 at 7 pm