

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

APPROVED minutes – June 7, 2022 at 7:00 pm

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

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

- I. Citizen Comments: Emily received correspondence from Erroll Rhodes correcting name and spelling errors in May's minutes. Erroll Rhodes is present and notes his interpretation of RSA 91:A to mean the posting of library meetings should be on the town's website. Janice received a thank you note from Focus for the library's Tricky Tray donation.

II. Secretary's Report

- a. Minutes from May 16, 2022: Jocelyn moves to accept the amended minutes, and Christina seconds; all vote in favor, and the motion passes.

III. Treasurer's Report

- a. Review account balances:
i. Checking account: \$21,710.35
ii. Savings account: \$55,869.87
b. Review expenditures: none
c. Emily moves to accept the treasurer's report as written, and Sadie seconds the motion; all vote in favor, and the motion passes.

IV. Library Director's Report (see attached)

- a. Programs: Regular storytimes are currently on hiatus as planning for Summer Reading Program is underway. The embedded Google calendar widget makes all summer programming dates available on our website.
b. Facilities: The cleaner will return tomorrow after being out due to illness; thank you to Anne who is wearing many hats these days including cleaning the library, directing, and acting as the Children's Librarian. The lights downstairs that aren't functioning will require an electrician, and Ray will let us know when to expect those repairs.
c. Professional Development: Anne attended the NHMA Local Officials Workshop on 5/17/22 which was free and virtual. She participated in the NHSL Director's Monthly call on 6/2/22.
d. Library Usage: A notable change in patterns is an uptick in public access computer use.
e. Staffing Updates
i. Children's Librarian: The position was posted on Indeed, our own website, and The Forum. Anne has interviewed two applicants so far.
ii. Substitutes: Depending upon the Children's Librarian status, we may need to hire another substitute to make it through summer programming, and Anne has already conducted an interview for this potential position.
iii. Sadie moves to accept the director's report, and Emily seconds; all vote in favor, and the motion passes.
f. Other:
i. Anne will do a Summer Reading Program outreach on June 8th at DCS, and info about programming is going home today via The Bridge as well as a physical copy. Thank you to the Friends of the Library for funding summer programming needs including all Tie Dye week materials.

- ii. Anne presented at the BOS meeting on 5/23 regarding a provisional PJJL Community Hub proposal. It was supported by the BOS in an advisory capacity. The next steps include trustees formally approving the plan and the Selectpersons signing off on the lease.
- iii. The director is exploring a Children's Literacy Foundation grant opportunity in conjunction with DCS.

V. Old Business

a. PJJL Hub Proposal

- i. Review and discuss lease agreement: Anne spoke to BOS on May 23rd and presented the proposal to them. Primex is comfortable with it.
- ii. Policy development: Anne has a draft of a policy specific to the off-site meeting space. A policy subcommittee needs to be established, and for the time being, a couple of trustees will meet with Anne to work through the new Meeting Room Use Policy for the PJJL Community Hub prior to our next regularly scheduled meeting.
- iii. Jocelyn moves to accept lease agreement, and Sadie seconds; all vote in favor, and the motion passes. All members signed the lease except for April who will sign it as soon as she is available.

b. Strategic Planning

- i. Accept or amend Strategic Plan Narrative and Goals: Gwen moves to accept the amended Strategic Plan Narrative and Goals, and Jocelyn seconds; all vote in favor, and the motion passes.
- ii. Set strategic planning committee meeting date: Christina, April, and Sadie will set this date.

VI. New Business

- a. Trustee communication/correspondence: Sadie will reach out to John Harrington to see about setting up a trustee email contact since there isn't currently an official channel for contacting trustees.

VII. Non-public Session

Sadie made a motion to enter into nonpublic, and Jocelyn seconded in accordance with RSA 91-A:3, II (b). Nonpublic session entered at 8:25 pm.

Motion to leave nonpublic session and return to public session made by Sadie and seconded by Christina; all voted in favor.

Motion passed.

Public session reconvened at 8:51 pm.

Gwen moves to adjourn, and Janice seconds; all vote in favor, and the motion passes.

Meeting adjourned at 8:53 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, July 11, 2022 at 7 pm at the Philbrick-James Library