

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

Amended Minutes – Aug. 15, 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 7:01 pm.

- I. Citizen Comments: There is email correspondence from Erroll Rhodes regarding the minutes of 6/7/22; he wishes to clarify that his comments on RSA 91:A were offered as advice and that he is not an expert. Joan Bilodeau is present and offers her comments and history regarding the library garden at the back of the building. Specifically, Joan noted that the garden is 10 years old, and she and her husband have cared for it in that time. She thanks the Friends of the Library for their generous funding for various projects through the years. She proposes that a landscaping sub-committee be established so that it remains usable and continues to be planned and cared for. Joan has generously offered to establish a list of seasonal tasks that she and Phil have performed these many years to pass along to whomever steps in to perform these duties. Additionally, she agreed to record the history of the different components of the garden (garden pole, birdhouse, bistro set, picnic table, plaque, etc.) for the benefit of future library trustees. Thank you, Joan and Phil, for your dedicated care to our library garden!
- II. Secretary's Report
 - a. Accept or amend minutes from July 11, 2022: Christina moves to accept the secretary's report, and Jocelyn seconds; all vote in favor, and the motion passes.
- III. Treasurer's Report:
 - a. Review account balances:
 - i. Checking account: \$19,210.35
 - ii. Savings account: \$55,870.33
 - b. Review expenditures: We will go over details at the September meeting since there are some major expenditures coming due.
 - c. The preliminary budget is prepared, Anne provided copies, and we will each review it to discuss at September's meeting.

Sadie moves to accept the report, and Emily seconds; all vote in favor, and the motion passes.
- IV. Library Director's Report
 - a. Programs
 - i. Summer programming: Tie Dye week, Summer Reading Program, Friends of the Library Bake and Book Sale, Sustainability Program, Books Clubs to explore 7 Church Street Space
 - ii. Outreach: collaboration with Parks and Rec Summer Camp, attendance at DPD's National Night Out, Miss Earth NH Storytime at Veasey
 - iii. Fall Children's Programming: Preschool Storytimes, Baby Rhyme & Playtime, Pajama Storytime
 - iv. Fall Adult Programming: Cryptocurrency 101 Seminar, Monthly Adult Craft Nights and Kids' Crafternoons, PJJ Knitting Group, Screenagers showing with FOCUS and DCS, Adult Non-Fiction Book Group, Birds of Prey program through FOTL
 - b. Monthly circulation and visitors

- i. The Library has seen a large uptick in use this past month with close to 1,000 visitors and 34 new patrons signed up.
- c. Facilities
 - i. A compressor was replaced for the A/C.
 - ii. A new oil tank is needed and work will commence after it goes before the BOS.
 - iii. Lights downstairs in the Children's Room require an electrician: in process.
 - iv. The cleaner has been present in the building this month.
 - v. A new magazine rack has been ordered to display this collection upstairs.
 - vi. Sadie will reach out to John H. to ask about funding mechanisms for shrubbery removal and significant landscaping needs per Anne's recommendations to improve the grounds. Sadie moves to have Mark limb the crabapple tree, and Jocelyn seconds; all vote in favor, and the motion passes.
- d. Staffing Updates: Julie began on 7/25, and substitute use is down significantly.
- e. Children's and Outreach Librarian Highlights
 - i. There were two successful Parks and Rec collaborations this summer, and they are exploring more for the fall.
 - ii. NHSL/ARPA-funded INDI car was introduced and is available for in-library use (coding).
 - iii. Crafts and library card sign-ups took place at DPD's National Night Out.
 - iv. Coordinated with Maggie Lemay to be a guest reader at Veasey Storytime
 - v. 50 bags of prizes for the Summer Reading Program were handed out at Veasey Storytime on Aug. 16th, and the raffle winner of the Altitude Passes was drawn.
 - vi. The next unit of focus will be "Transformation" with monarch butterflies.
- f. Professional Development and Meetings: Sadie moves that we approve \$300.00 for Anne to attend the NELA/NHLA fall conference out of line 01.4550.01.390, and Emily seconds; all vote in favor, and the motion passes.
- g. Other: PJJ was selected as a recipient of the 2022 Children's Literacy Foundation (CLiF) grant with DCS. It will include:
 - \$2,000 worth of brand-new children's books for your library
 - \$500 worth of brand-new children's books for the local elementary school's library
 - Two storytelling presentations (one in the fall, one in the spring) for all elementary school students
 - Two storytelling presentations (one in the fall, one in the spring) for local childcare/preschool programs of your choosing
 - The opportunity for all elementary school students to select two new books of their choice at the spring storytelling event
 - The opportunity for all preschoolers to select two new books of their choice at both storytelling events
 - \$250 grant to support a program initiative in your library

Jocelyn moves to accept the director's report as written, Gwen seconds, all in favor

V. Old Business

- a. PJJ Hub Update
 - i. Meeting Room Policy draft presented: Anne prepared copies for all, and we will read and discuss at the next meeting.
- b. Strategic Planning
 - i. Work session: Trustee Bylaws. Changes were proposed working off the 1998 Bylaws; Emily will update and prepare a draft to be reviewed at September's meeting.
- c. Trustee Communication/Correspondence
 - i. Email Communication Policy: (Draft 8/12/22) The Trustees of the Philbrick-James library will maintain an official email address to provide the public with a means of contacting the trustees regarding library business. The trustee email will be checked weekly by the chairperson or designee. Emails sent to the trustee account will be accessible to all library trustees. Communications regarding library business received by trustees to personal email will be forwarded to the trustee email account. If a response is required, the library trustee chairperson or designee will determine the most appropriate way to respond. Depending on the subject matter of the email, the chairperson will respond to the email, bring it to a board meeting for discussion by the full board, or refer the matter to the library director. Email responses will be limited to clarifying information already discussed and recorded at a library trustee meeting. Email access will be transferred to any newly elected chairperson; furthermore, the email password will be changed yearly.

Jocelyn moves to accept the policy as written, Sadie seconds; all vote in favor, and the motion passes.

VI. New Business

- a. Erroll Rhodes emailed with an invitation to the Trustees to submit an article to the Dooryard Gazette to be due on August 20, 2022. After discussion, it was decided to decline Mr. Rhodes's offer in keeping with our continued work under our Strategic Plan while continuing with the library's already established monthly newsletter as well as any submissions the Director would like to include in the Gazette.
 - i. Sadie reported on concerning comments made at the BOS meeting on 8/1/2022 about the Personnel Action Request for the Children's Services and Outreach Librarian position that indicate a lack of awareness about the library's usage.
 - ii. Emily requested data about the number of monthly Library Newsletter subscribers; Anne reports that the Library Newsletter subscribing numbers have almost doubled in recent months.

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

Meeting adjourned at 9:08 pm.

Respectfully submitted,
Emily Oxnard

Next regular meetings: Monday, September 12, 2022 at 7 pm
Monday, October 17, 2022 at 7 pm