

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**Amended Minutes – Sept. 12, 2022 at 7:00 pm**

- I. Call to Order (7:00 pm)
  - a. Roll Call, introduction of guests: all trustees present, no guests
  - b. Approval of agenda: The director requested an addition under New Business for the approval of a marketing class.
  - c. Approval of minutes from August 15, 2022: Jocelyn moves to accept the secretary's report as amended, and Christina seconds; all vote in favor, and the motion passes.
  - d. Correspondence: none as of September 10, 2022
  - e. Public comments: none
- II. Reports
  - a. Treasurer:
    - i. Checking account = \$19,327.85
    - ii. Savings account = \$55,871.28
    - iii. Additional information: There were two deposits to the checking account from petty cash and from a donation by Cindy and Don Tomilson. Anne sent them a thank you note. Sadie moves to accept donation, and April seconds; all vote in favor, and the motion passes.  
  
Jocelyn moves to accept the treasurer's report as given, and Gwen seconds; all vote in favor, and the motion passes.
  - b. Library Director:
    - i. Programs:
      - 1. 7 Church St: Book clubs and Cardmaking Craft Night
      - 2. Autumn children's programming: Preschool Storytimes, Baby Rhyme & Playtimes, Pajama Storytimes, LEGO clubs, Tweens & Teens Crafternoons
      - 3. Autumn adult programming: Cryptocurrency 101 Seminar, Adult Craft Nights, PjL Knitting Group, Birds of Prey Program, Trick-or-Treat at the library, Teeny Tiny Art Contest
    - ii. Monthly Circulation & Visitors: 740 visitors, 23 new patrons, Back-to-School lull
    - iii. Facilities:
      - 1. The lift didn't pass inspection and needs a new light pack.
      - 2. The oil tank is replaced and inspected.
      - 3. The lights in the downstairs children's room are awaiting Ray Ellis's skills.
      - 4. The Director is in the process of creating a landscaping plan for John Harrington to present to the BOS. Joan graciously dropped off a written history of the garden and grounds with a list of seasonal tasks that will need to be picked up now that the Bilodeaus have retired.
    - iv. Staffing updates: Holly will be out coming up soon.
    - v. Professional Development & Meetings: The Director is registered for the NELA/NHLA fall conference as well as Project WILD Workshop for Librarians with NH Fish & Game.
    - vi. Other:
      - 1. The Strategic Plan is now posted under the "About Us" menu on the library's website as well as physical copies on-site.

2. The Library Director is applying for a Google Workspace for Non-Profits with help from the Friends of the Deerfield Library.
3. The Director would like to consider purchasing a tablet/iPad to assist with the Cricket, with inventory, with patron demos, and for downstairs tasks.
4. The trustees now have a dedicated and lockable file cabinet drawer in the Director's office.
5. The NH Downloadable Consortium/Libby is paid for this year, and next year's bill reflects a modest increase; compared to surrounding towns' data, P JL is a valuable and popular service for Deerfield's patrons.
6. The library will be closed to patrons during the Deerfield Fair (9/29, 9/30, 10/1).

Jocelyn moves to accept the Director's report, and April seconds; all vote in favor, and the motion passes.

- c. Committees: none to report

### III. Old Business

- a. P JL Hub Meeting Room Policy: Please see addendum for the policy. Pending small edits, Anne will send the policy to John Harrington who will run it through town legal counsel. We will vote on it as soon as we get it back in a special meeting as needed.
- b. Final reading of revised Trustee Bylaws: After discussion, editing, and revision, Gwen moves to accept the revised Trustee Bylaws as written, and Jocelyn seconds; all vote in favor, and the motion passes. The Secretary will send a copy to Lori Fischer, NH State Librarian.
- c. FY23 budget development: On October 11<sup>th</sup> the Director will present to the Board of Selectmen the proposed Library budget. One other trustee will attend, and Anne has prepared a budget narrative to share with the BOS ahead of time.

### IV. New Business

- a. Policy review process: Once the Director drafts the policy, the Board has a first reading at a meeting followed by discussion and time for consideration. The second reading will happen at the following meeting along with a vote. Special meetings to expedite any policies may be called. The policy sub-committee will meet and strategize with the Director working through the policy matrix. The policy sub-committee is made up of Emily, Christina, and April.
- b. Request for Reconsideration Policy: First reading of the draft; after receiving feedback and questions, Anne will follow up and will work on the draft for the next meeting if possible.
- c. Garden/landscape plan: Anne is working on developing a plan for what needs to be done and how to get it done.
- d. Approval for marketing class for director: Library Juice is offering a marketing class for Directors from Nov 7<sup>th</sup>-Dec 4<sup>th</sup> for about 3.5 hours/week for a \$200.00 cost. After discussion, it is decided that Anne will come back to this at a later date.

V. Next Meeting Date: October 17, 2022, 7pm at the Philbrick-James Library

VI. Adjournment: Sadie moves to adjourn, and Jocelyn seconds; all vote in favor, and the motion passes. Meeting adjourned at 8:54 pm.

## **Addenda**

### **Meeting Room Policy for PJP Community Hub**

The PJP Community Hub is a fully-accessible meeting room space located at 7 Church Street, across from the Philbrick James Library, and leased to the library for programming space and meeting room use as set forth in this policy.

The purpose of this project is to provide a flexible space that can be used for library programming, as well as small community meetings and social events. This is a library-led community partnership in a privately-owned, non-library space near our building; the PJP Community Hub will prioritize library programming while striving to meet a community need for meeting room space, without impacts on library use.

### **Guidelines**

- The PJP Community Hub space will prioritize library events and programming first, using a published calendar of events.
- PJP will then offer meeting space use on a first-come, first-served basis, under the policy set forth here, and this policy is subject to review by the Library Board of Trustees at any time.
- PJP will maintain the calendar of events for the Hub, and library staff will act as community liaisons to allow access to the space, schedule events, offer staff support, ensure guidelines and policies are met, and deal with facilities issues.
- Library staff will also ensure that community groups wishing to access the space have proper paperwork on file with the library, including co-insurance requirements and background checks for volunteers.
- All programs happening in the space must be staffed by a library staff member at beginning and end of the time allotted for use, but may be supervised for the duration by a town employee, a volunteer who has completed a background check, or an elected member of a town board.
- Events occurring in the Hub space with children under the age of 18 will require two library staff members, or one library staff and an adult volunteer who has completed a background check, or two adult volunteers with background checks on file with the library. Library-sponsored programs will have staff members leading and facilitating.
- Please note that the current PJP Unattended Children Policy applies to the PJP

Community Hub space as well.

This policy is set forth by the Library Board of Trustees in order to establish guidelines, clarify community expectations, and ensure that procedures are followed for the benefit of all who wish to use this shared community space. Please be aware that first priority for scheduling will be given to the Philbrick James Library, in order to facilitate effective library programming for all ages, as follows the Library's mission. The space will then be available for scheduled use as follows:

### **Hours of Operation**

The PJL Community Hub space will be available for use during the library's open hours, and limited exceptions to these hours may be granted with prior written permission of the Library Director, based on staff and/or volunteer availability.

### **Meeting Room Use Policy for PJL Community Hub**

- The PJL Community Hub space, located at 7 Church Street, is available for community based non-profit, educational, intellectual, cultural, and civic organizations.
- The PJL Community Hub space is not available to commercial enterprises or organizations for the promotion or the sale of goods or services for monetary gain, except in the event an author may want to sell books following a reading/discussion of their book.
- The meeting space is not available for private social functions, aside from established book groups who are affiliated with the library.
- Requests for the use of the PJL Community Hub space must be made through the Library Director, with follow up in writing in order to make sure proper paperwork is completed.
- All requests are honored on a first-come, first-served basis.
- All groups wishing to use the PJL Community Hub space must have a member who is a library card holder to facilitate the room reservation. The cardholder reserving the room shall be present for the event and is responsible for the use and condition of the room.
- The Library Director or designee has the authority to terminate any event at his/her sole discretion.

- The use and scheduling decisions of the Library Director or designee shall be final.
- The Library Trustees reserve the right to terminate or restrict PJP Community Hub space use, and may revise these guidelines at their discretion.
- Use of the PJP Community Hub meeting space does not constitute library endorsement. No announcement or advertisement should implicate the library as supporting the event.

### **Key Management**

Keys for the PJP Community Hub will remain with library staff, but may be temporarily signed out to screened volunteers for a 24 hours period, at the discretion of the Library Director. Failure to return a key in a timely manner will result in a suspension of use of the PJP Community Hub for a period of six months. This policy exists to ensure guidelines for space use are met by all.

### **Safety Requirements**

There must be a minimum of two adult program leaders (staff and/or volunteer) at every event involving hands-on work with participants under 18 or over 65.

Program leaders must complete a criminal background check. Each partner organization will be responsible for obtaining background checks from the NH Department of Safety and for providing verification to Philbrick James Library that this has been completed. The Library Director or the Town Clerk can provide the needed notary services. The form for application and instructions can be found at: criminal history record information release authorization form.

All Program Partners are responsible for knowing the possible impact of their words and actions and are to treat all participants with respect. They must never physically discipline any youth for any reason. Program partners will never provide children with alcohol, cigarettes, illegal drugs, or pornography, or engage in any illegal or illicit behavior with a child or in the presence of a child.

All Program Partners will not engage in any form of sexual harassment or exploitation. Weapons, whether carried or concealed, including firearms, razors, tasers, knives, and explosive devices are prohibited.

Program Partners will be responsible for providing a safe work/play space with proper supervision and adequate planning regarding safety issues including emergencies, fire, or other hazards.

No Program Partner will provide transportation to youth program participants at any time. Parents are responsible for picking up their children and no child shall be released to a person other than their parent or legal guardian without prior written permission from the parent or legal guardian.

**Inclement weather:** If schools are closed in Deerfield due to weather, the PJJ Community Hub space programs will be canceled until 3:00pm. If travel conditions are unsafe after that time, the day's program will be canceled at the discretion of the Library Director.

#### **Insurance Requirements**

Organizations wishing to use the PJJ Community Hub space must provide an insurance binder naming the Philbrick James Library as additional insured. Groups officially sponsored by the Town of Deerfield may provide a letter from the Town attesting to their coverage under the Town of Deerfield insurance policy. Exceptions and exemptions for these requirements may be granted at the discretion of the Library Director and/or the Library Board of Trustees.

#### **Facility Set Up & Problems**

Program Partners should report any and all concerns (scheduling, room condition, issues with participants) to Anne Meyers at 603-463-7187 or via email at [pjlibrary@townofdeerfieldnh.com](mailto:pjlibrary@townofdeerfieldnh.com). Immediate building concerns such as plumbing and heating issues should be reported immediately (by call/text) to Anne Meyers at 603-545-9837.

Areas used for programs must be returned to their original condition at the end of each session—tables, chairs, put away, kitchen (if used) cleaned, and floors swept. A photograph of the proper set-up is included in the partner packet.

#### **Cleaning Expectations & Kitchen Use**

There is a small kitchen that is shared by all the tenants of the building and may be used for events. The facility is not intended or designed to prepare food from scratch.

There is a microwave oven, a sink, a refrigerator, and limited counter space.

The PJL Community Hub space, including the kitchen and bathrooms, must be restored to its previous condition, clean and intact. Trash must be removed, and if food and/or drink are consumed, tables must be wiped down.

Failure to return the space to its original condition in a timely manner will result in a suspension of use of the PJL Community Hub for a period of six months. This policy exists to ensure guidelines for space use are met by all.

### **Publicity & Record Keeping**

The number of participants and age group is very important and needs to be recorded at every event for library tracking purposes. There are paper copies of the recording form available at the space, and QR codes to scan if digital recording is preferred. The tracking form must be completed and sent to Anne Meyers within a week of each program.

### **Internet Availability & Use**

Wifi is currently not available in the PJL Community Hub space. We will inform our program partners when and if this service is offered; personal cell phone hotspots may (or may not) be useful. Thanks for your understanding!

Questions or concerns? Please reach out to Anne Meyers, Library Director, at [pjlibrary@townofdeerfieldnh.com](mailto:pjlibrary@townofdeerfieldnh.com) or (603) 463-7187.

PJL Community Hub Program Partner      Date: \_\_\_\_\_

### **Meeting Room Use Agreement**

As a PJL Community Hub Program Partner, I have received a copy of these guidelines and read them in full. As a Program Partner, I agree to follow these guidelines for use and ensure that those using the space (under my meeting room use agreement) follow these guidelines to the best of my ability.

I have had an opportunity to speak with the Library Director regarding the terms of use for the space, and have had the opportunity to clarify the expectations and have my questions answered.

If I have any facilities problems, questions regarding the meeting room use, or if I need to cancel my reservation, I will contact Anne Meyers at the Philbrick-James Library at 603-463-7187. In the case of an emergency, I will contact Anne by cell phone at 603-545-9837.

Name (please print): \_\_\_\_\_

Name of organization: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Philbrick-James Library**

### **Request for Reconsideration of Library Resources**

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles set forth in the Philbrick-James Library Collection Development Policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from damage or theft. Responsibility for reading and the use of the library by children rests with their parents or legal guardians. At no time will library staff act in loco parentis. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

The Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of a library resource, please return the completed form to Anne Meyers, Library Director, Philbrick-James Library, 4 Church Street, Deerfield, NH 03037, or via email at [pjlibrary@townofdeerfieldnh.com](mailto:pjlibrary@townofdeerfieldnh.com).

Resource on which you are commenting:

Item of concern:

Adult book

Audiobook

#\_\_\_\_\_)

Young Adult Book

Movie

Newspaper

Children's Book

Magazine (issue

Library Program



Display/Exhibit

Resource (i.e.

emagazine, web

Electronic

eaudio, ebook,

link, database, etc.)

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Copyright/Production/Issue Date: \_\_\_\_\_

Person submitting concern:

Name: \_\_\_\_\_

Phone/cell: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

I represent: myself Organization/group\_\_\_\_ (Name: \_\_\_\_\_)

Have you reviewed the Library's Collection Development Policy? Yes No

Please answer the following questions so that we may more completely understand your concern:

1. What brought this resource to your attention?

2. Did you read, watch, or listen to the entire work? Yes No

If no, what parts did you read, watch, or listen to?

3. What specifically concerns you about this resource? Please be specific and cite pages or sections.

4. What is positive about this resource?

5. For what age group would you recommend this resource?

6. Are there resources you would suggest to provide additional information and/or other viewpoints on this topic?

7. Are you aware of critical judgment of this resource? If yes, please summarize such judgements.

8. What do you believe is the theme or purpose of this resource?

9. What would you like the library to do about this resource?

Withdraw it from the library collection.

Restrict its use. To whom? \_\_\_\_\_

Reevaluate for collection development.

Other. Please be specific \_\_\_\_\_

Signature of complainant: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by Director and Library Board of Trustees**

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Comments:

Status of material:

- ☐ Material Retained
- ☐ Material Removed
- ☐ Material Stolen/Defaced

Communication (from Library Board of Trustees Chairperson) with complainant:

Date: \_\_\_\_\_

- ☐ Verbal
- ☐ Written
- ☐ Both

Policy approved by Philbrick-James Library Board of Trustees (date)

DRAFT