

Philbrick-James Library

Meeting of the Board of Trustees

Amended Minutes – November 14, 2022 at 7:00 pm

- I. Call to Order (7:02 pm)
 - a. Roll Call, introduction of guests: Present: Director Anne Meyers, Trustees Christina Eagen, Janice Leviton, Gwen Mathews, Jocelyn Messier, Emily Oxnard, and Sadie Stimmell. Absent: April Purinton. No guests present.
 - b. Approval of agenda: Jocelyn moves to approve the agenda as presented, and Gwen seconds; all vote in favor, and the motion passes.
 - c. Approval of minutes from October 17, 2022: Janice moves to accept the minutes as written, and Jocelyn seconds; all vote in favor, and the motion passes.
 - d. Correspondence: none
 - e. Public comments: none
- II. Reports
 - a. Treasurer:
 1. Checking account: \$19,210.25
 2. Savings account: \$55,872.21
 3. Updates: The treasurer has been making small deposits as recommended by the most recent audit.
 4. Jocelyn moves to accept the report as given, and Gwen seconds; all vote in favor, and the motion passes.
 - b. Director:
 1. Programs:
 - a. Highlights from the past month: Bird on the Wing FOTL event, PJL Trick-or-Treat, Adult Paint Night
 - b. Kids' Programs: story times 2 times a week and one evening per month, Lego club every other week, take-and-make crafts, adding kids' art to our bulletin boards
 - c. Adult Programs: PJL knitting group, Teeny Tiny Art Contest
 - d. Upcoming Programs: FOTL Pie Sale 11/19/22, December Adult Craft Night 12/5/22, Joan Comrie Adult Felting Class 2/6/23, Braiding Sweetgrass NH Humanities Perspectives Book Club 4/1/23. Anne is also exploring Liz Barbour's Creative Feast program as well as Mike Bruno's Cruising NH History
 2. Monthly Circulation & Visitors: 597 visitors, 296 program participants (+200 kids DCS author event outreach – Julie), 15 new patrons added, and 1,190 check-outs
 3. Facilities:
 - a. Three used book spinners were purchased from Barrington Library to be used as the shifting of the downstairs collection begins.
 4. Staffing Updates: There have been some staffing challenges in October and early November, and the substitute has filled in the gaps.
 5. Professional Development:
 - a. Anne attended the NELA/NHLA Fall Conference in October and attended nine workshops and keynotes.
 - b. Anne took a 3-hour Introduction to Scratch on Friday 11/4 to build context and competency for the robotic arms that will be available for consortia borrowing in Spring 2023
 6. Other:

- a. Inventory update: Juvenile Non-fiction collection is almost completely evaluated with updated barcodes
 - b. Large print: This part of the collection has been weeded with donations going to Rockingham County Nursing Home. PJJ is in the process of setting up a customizable standing order for new large print titles with Thorndike/Gale.
 - c. We are still in need of storage tubs with lids for the donated costumes for next year's swap.
 - d. The CLiF grant PJJ received is hosting author Marty Kelley at DCS on 11/21/22 with the new grant-funded books to be added to our collection following that date. Students will take home information about how to get a family library card. The mini-grant application will be submitted by December 1st for approval, and then planning for the spring presenter will begin.
7. Jocelyn moves to accept the Director's Report as given, and Gwen seconds; all vote in favor, and the motion passes.
- c. Committees: The Policy Committee met on 10/28 and has assigned work to do on various policies. Jocelyn moves to accept the report from the committee with amended dates, and Gwen seconds; all vote in favor, and the motion passes.

III. Old Business

- a. FY23 budget update: It was reviewed on November 10th by the Municipal Budget Committee and passed as submitted.
- b. Second reading of Request for Reconsideration Policy: Anne will look into potential trainings for how to train staff and trustees to deal with a challenge. Sadie moves to accept the Request for Reconsideration Policy, and Christina seconds; all vote in favor, and the motion passes. The policy is included in the addendum.
- c. Strategic Plan: Ideas were discussed around how to keep forward momentum and task accomplishment regarding the Strategic Plan. A Marketing Committee was created; Sadie and Gwen will brainstorm next year's plan of action.
- d. Garden/landscape plan update: The outdoor gardens have been cleaned up with the rhododendrons and hedges trimmed back. The remaining branches will be removed by Ray at his earliest convenience. We will revisit the yews, crabapple, and other trees in the spring.

IV. New Business

- a. The digital platform Hoopla has been brought up by some patrons. It is a digital lending service that is different from Libby. Some differences include no wait time, simultaneous use, immediate download, comics, tv shows, and movies. Anne would put a budget cap on it, it would be in addition to Libby, and it would come out of the book budget line. Anne is considering the pros/cons and notes that some other towns' Friends of the Library groups fund it in the beginning for a trial period.

V. Next Meeting Date: December 12, 2022, 7pm

VI. Adjournment: Emily moves to adjourn, and Gwen seconds; all vote in favor, and the motion passes. Adjourn 8:08 pm.

Addendum

Philbrick-James Library Request for Reconsideration of Library Resources Policy

The Philbrick-James 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 Material Selection 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.

Reconsideration for a specific library resource will only be considered by the Board of Trustees once, and items will not be revisited; in the case of multiple requests regarding a specific item, item will still be considered only once.

Forms requesting reconsideration of library resources will only be formally considered when presented by a Philbrick-James Library cardholder. However, anyone with concerns should contact the Library Director at any time.

If you wish to request reconsideration of a library resource, please return the completed Request for Reconsideration of Library Resources form to Anne Meyers, Library Director, Philbrick-James Library, 4 Church Street, Deerfield, NH 03037, or via email at pjlibrary@townofdeerfieldnh.com.

Philbrick-James Library Request for Reconsideration of Library Resources PROCEDURES:

- 1) Speak with library staff, and/or with the Library Director.
- 2) Request (or be provided with) a copy of the PJL "Request for Reconsideration of Library Resources" form.
- 3) Complete the form and return to Anne Meyers, Library Director, Philbrick-James Library, 4 Church Street, Deerfield, NH 03037, or via email at pjlibrary@townofdeerfieldnh.com.
- 4) The completed form will then be distributed by the Library Director to the chair of the Library Board of Trustees. Identifying information will be redacted. "Request for Reconsideration of Library Resources" will be added to the agenda for the next regularly scheduled Board meeting.
- 5) After the Board of Trustees has discussed the resource in question, the chair of the Board, or designee, will fill out and attach the addendum "Request for Reconsideration of Library Resources: Timeline & Outcome Tracking Form" and will contact the cardholder regarding the outcome of the Board discussion and vote.

Philbrick-James Library

Request for Reconsideration of Library Resources Form

Resource on which you are commenting: _____ Item of concern: _____

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Adult book | <input type="checkbox"/> Magazine (issue | <input type="checkbox"/> Electronic |
| <input type="checkbox"/> Young Adult Book# _____) | | Resource (<i>i.e.</i> |
| <input type="checkbox"/> Children's BookNewspaper | <input type="checkbox"/> | <i>eaudio, ebook,</i> |
| <input type="checkbox"/> AudiobookLibrary Program | <input type="checkbox"/> | <i>emagazine, web</i> |
| <input type="checkbox"/> MovieDisplay/Exhibit | | <i>link, database, etc.)</i> |

Title: _____

Author/Producer: _____ Copyright/Production/Issue Date: _____

Person submitting concern:

Name: _____

Phone (home/ cell): _____

Email: _____

Address: _____

I represent: myself Organization/group (Name: _____)

Have you reviewed the Library's Materials Selection 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: _____ Date: _____

Philbrick-James Library

Request for Reconsideration of Library Resources Timeline & Outcome Tracking Form

Form Reviewed by Director and Library Board of Trustees

Date: _____

Initials (Secretary/ Chair/ Director): _____ Comments:

Status of material:

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

Communication (from Library Board of Trustees Chairperson, or designee) with cardholder*:

Date: _____

- ☐ Verbal
- ☐ Written
- ☐ Both

Comments:

**copies of written communication are available by request*

Request for Reconsideration of Library Resources Policy (page 1), Request for Reconsideration of Library Resources Procedures (page 2), Request for Reconsideration of Library Resources Form (pages 3-4), and Request for Reconsideration of Library Resources Timeline & Outcome Tracking Form (page 5), updated and approved by Philbrick-James Library Board of Trustees on (insert date).