

Philbrick-James Library

Meeting of the Board of Trustees

Amended Minutes – February 15, 2023 at 7:00 pm

- I. Call to Order (7:00 pm)
 - a. Roll Call, introduction of guests:
 1. Present: Director Anne Meyers, Trustees Christina Eagen, Janice Leviton, Gwen Mathews, Jocelyn Messier, Emily Oxnard, and Sadie Stimmell.
 2. No guests present.
 - b. Approval of agenda: Gwen moves to approve the agenda as amended, and Jocelyn seconds; all vote in favor, and the motion passes.
 - c. Approval of minutes from January 9, 2023: Jocelyn moves to accept the minutes as written, and Janice seconds; all vote in favor, and the motion passes.
 - d. Approval of minutes from February 8, 2023: Jocelyn moves to accept the minutes as written, and Gwen seconds; all vote in favor, and the motion passes.
 - e. Correspondence: none
 - f. Public comments: none
- II. Reports
 - a. Treasurer:
 1. Checking account: \$19,297.25 (petty cash was replenished)
 2. Savings account: \$56,076.69 (\$89 added in interest at 1.89% interest rate)
 3. Updates: Preparation for town audit; more information below in New Business
 4. Emily moves to accept the report as given, and Gwen seconds; all vote in favor, and the motion passes.
 - b. Director:
 1. Highlights of the month:
 - a. The Winter Extravaganza Open House with DPR was successful hosting 50 participants.
 - b. Monthly adult craft nights remain popular with all slots filled and waiting lists.
 - c. Collaboration with DPR Aftercare has begun and is scheduled through the end of March with reassessment at that time.
 2. Monthly Circulation & Visitors: 608 visitors, 331 program participants this past month, 14 new patrons added, and 1,130 check-outs
 3. Facilities:
 - a. After communication at the BOS meeting on 2/13, the Deerfield Room is open again while we explore egress solutions.
 - b. The Director will schedule an inspection for the slate roof sometime during the upcoming spring/summer 2023.
 - c. The Library's hours need to be updated on the sign outside for Saturday's hours.
 4. Staffing Updates: The Director and Children's Librarians have vacation days coming up in February and March, and there will be an employee medical leave at the end of March extending into April.
 5. Professional Development:
 - a. The Children's and Outreach Librarian is currently attending "Youth Services Basics" by the NH State Library and is finding it useful.

- b. The Director and Children's Librarian are registered for a 3-hour in-person workshop for training in the Ned2 Robotic Arm, which will be available this spring and summer for co-ops to borrow.
 - c. The Director is registered for a free training, "HR for the Non-HR Professional" put on by Primex Regional Training.
- 6. Programming:
 - a. Vacation week "Let's Hoot It Up at PJJ" is taking place in the DPR classrooms thanks to the CLiF grant.
 - b. Friends of the Library is hosting "Big Night" on March 25th in the Great Room of the Deerfield Community Church covering the general natural history of amphibians.
 - c. Friends of the Library Volunteer of the Year presentation is scheduled for Saturday, April 29th.
 - d. June 2nd is the kickoff of the Summer Reading Program at DCS supported by the CLiF grant. A townwide mailer in conjunction with DPR is advised in late May/early June to highlight Deerfield's summer programming.
- 7. Other:
 - a. Outreach with DPR enables us to build relationships with school-aged children in our community. Ideas for teens and adults are being discussed such as an escape room during April vacation for teens and a picnic at Bedrock Gardens for adults in the spring.
 - b. The Director, Children's Librarian, and Deb Boisvert are beginning preparation for a technology grant through the NH Charitable Foundation.
 - c. Deb Boisvert has volunteered to work on a publicity plan for the library and our tech events in conjunction with Gwen, the marketing point-person.
 - d. The Director is working on the data collection and input for the annual Public Library Survey through the NH State Library, due mid-April.
- 8. Gwen moves to accept the Director's Report as given, and Jocelyn seconds; all vote in favor, and the motion passes.
- c. Committees: The Policy Committee is set to meet again on 2/20/23 from 5:00-6:00 pm.

III. Old Business

- a. Second reading Collection Development Policy: Jocelyn moves to accept the revised Collection Development Policy, and Gwen seconds; all vote in favor, and the motion passes.
- b. Deerfield Room: The Library Director presented at the BOS meeting on 2/13/23, and after discussion, it is now in the BOS minutes that the Deerfield Room is open. The plan remains to get HVAC quotes (Thayer, Brookside Mechanical, AJ LeBlanc, Family Mechanical) and to meet with the Heritage Commission on 2/21. Kevin and Ray walked through with Anne on 2/9/23, and she is waiting to hear directly from the Fire Chief.

IV. New Business

- a. Annual financial audit form (Town of Deerfield): Janice reviewed the auditor's questionnaire in preparation for their March visit, and it was signed by all trustees.
- b. Volunteers/PJJ's Volunteer Policy: The Director will look into ideas surrounding models for internships, including paid seasonal or summer employment. The policy committee will meet on 2/20/23 to further discuss the needs and ideas on the table.
- c. Cleaning contract: The cleaning contract for the GBW and PJJ is being renegotiated. In the past, the cost was covered by the town because the cleaner "didn't charge more for the library." As a result, it is not budgeted for in the next budget because it was included, managed, and overseen by town facilities and Ray Ellis. Under the new contract, the library will be charged

\$124.98 per week for 3 hours of cleaning with the Library Director managing and guiding. We have requested a probationary time period be put into the contract language for the Library building.

- d. Inventory and collection maintenance: The Director requests an iPad to efficiently facilitate inventory. It can also be used for the Cricut and for uses with DPR. The request includes an Apple ID and a connection for approximately \$500-\$600. Christina moves to purchase the iPad, and Gwen seconds; all vote in favor, and the motion passes.
- e. Cricut equipment purchase: see letter “d” above.
- f. COVID antigen tests for community: These are offered through the state for free; after discussion it was decided to not pursue this offer due to already limited storage in the Library, the need to keep on top of expiration dates, and to reduce the exposure of healthy patrons to contagions.
- g. Spring NHLA conference: The Director requests \$400 plus mileage to cover the cost of the NHLA Spring Conference on May 4th and 5th in Meredith, NH. This would allow one full-time and one part-time staff to attend for each day, with funds coming out of the Meetings/Seminars/Trainings line if the budget passes or out of the Contract/Consultant line if it does not pass. Jocelyn moves to fund this professional development opportunity, and Gwen seconds; all vote in favor, and the motion passes.
- h. After discussion, it was decided not to take on The Deerfield Historical Society and Heritage Commission’s program *Colonial Meeting Houses and Their Impact on American Society* on March 16th due to the library’s full slate of current commitments and the tight turn-around timeline needed.

V. Next Meeting Date: March 13, 2023, 7:00 pm

VI. Adjournment: Gwen moves to adjourn, and Sadie seconds; all vote in favor, and the motion passes. Adjourn 8:51 pm.