

## Philbrick-James Library

### Meeting of the Board of Trustees

#### Amended Minutes – March 13, 2023 at 7:00 pm

- I. Call to Order (7:01 pm)
  - a. Roll Call, introduction of guests
    1. Present: Director Anne Meyers, Trustees Christina Eagen, Janice Leviton, Gwen Mathews, Emily Oxnard, April Purinton, Sadie Stimmell.
    2. No guests present
  - b. Approval of agenda: Emily moves to add Tricky Tray to New Business, and April seconds; all vote in favor, and the motion passes.
  - c. Approval of minutes from February 15, 2023: Gwen moves to approve as amended, and Janice seconds; all vote in favor, and the motion passes.
  - d. Correspondence: none
  - e. Public Comments: Deb and Richard Boisvert are attending as members of the Heritage Commission.
- II. Reports
  - a. Treasurer:
    1. checking \$19,328.20
    2. savings \$56,161.71 (\$85.02 in interest in savings)
    3. The auditors are coming the week of the March 27<sup>th</sup>
    4. April moves to accept the report as given, and Gwen seconds; all vote in favor, and the motion carries.
  - b. Library Director
    1. Highlights of the month:
      - a. Teens and Tweens Valentine's take-and-make décor frame: all 24 were taken
      - b. Virtual Cookalong Program: 13 participants
      - c. Susie Spikol Naturalist Presentation: 41 attendees
      - d. Owl Pellet Dissection Activity: 22 participants
      - e. Intro to Passwords and Security Tech Tuesday class with Deb Boisvert: 9 attendees
    2. Monthly Circulation and Visitors: 517 library visitors, 246 library program participants, 10 new patrons added, and 1,174 check-outs.
    3. Facilities:
      - a. Cleaning contract: We have a new contract in place, and first no-show was documented on 3/8/23.
      - b. Broken doorknob inside the front entrance has been fixed.
      - c. Deerfield Room: *The Library Director would like to express her sincere appreciation for all the town employees, commission members, and community members for their shared brainstorming. Many helpful ideas and suggestions that may not have been considered were brought forth; thank you for all the community and municipal engagement.*
        - i. Input from the Boisverts was offered, and it is noted that there are no restrictions to what can/cannot be done to an historic building. They suggested per the [February 21<sup>st</sup> meeting minutes](#) of the Deerfield Historic Commission, that an egress through the back of the building

would be least disruptive, overall, and perhaps most cost effective. It would require a contemporary but compatible door as well as installing a lintel. It is advisable to reach out to the state Historic Preservation Office for an opinion and technical assistance, as well as the private, non-profit Preservation Alliance of which the Heritage Commission is a member.

- ii. After much discussion of all possible solutions on the table, it is decided that the Library Director will gather further information before proceeding with any particular plan. She will get HVAC quotes for mini-splits and baseboard heating; will gather quotes from contractors for constructing a code-compliant egress on the rear of the library; and will obtain quotes for moving the electrical panel and installing a generator tie in.
4. Staffing Updates: The Children's and Outreach Librarian returns to work on March 18<sup>th</sup>, the Library Programming Assistant will be out from March 22<sup>nd</sup>-April 8<sup>th</sup>, and due to a programming conflict, a Trustee volunteer is requested to be present at the March 25<sup>th</sup> Knitting Group.
5. Professional Development:
  - a. The Children's and Outreach Librarian completed a two-month long training course titled "Youth Services Basics" offered by the NH State Library.
  - b. The Library Director and Children's Librarian completed the required training for the Ned2 Robotic Arm, which will be available for co-ops to borrow this spring and summer.
  - c. The Library Director is registered for a Primex Regional Training: HR for the Non-HR Professional to take place on March 29<sup>th</sup> 9:00 am – 3:00 pm.
6. Programming:
  - a. "Big Night," March 25<sup>th</sup>, 11:00 am, Deerfield Community Church great room
  - b. NH Humanities Book Group, *Braiding Sweetgrass*, April 1<sup>st</sup>, 11:00 am, 21 people registered, DCC great room
  - c. Local author Wes Golomb, April 22<sup>nd</sup>, 1:00 – 2:30 pm, PJJ
  - d. Friends of the Year Elsie Brown Volunteer of the Year presentation, April 29<sup>th</sup>, 10:00 am, PJJ
  - e. Local author and genealogist Erin E. Moulton, May 14<sup>th</sup>, 11:00 am, Old Town Hall
  - f. CLiF/Summer Reading Programming Kick-Off, June 2<sup>nd</sup>, Deerfield Community School
  - g. The Button Lady collection, June 3<sup>rd</sup>, PJJ
  - h. Summer Reading Concert "All Together Now!", July 1<sup>st</sup>, 10:30 am, Gazebo
  - i. Summer Reading Plans: Veasey Park story times, PJJ Summer Sharing: collections, SRP prizes and tie-dye supplies (funded by the FOTL), SRP Wrap-Up Event, Adult programming: Bedrock Gardens Picnic & Visit
7. Other:
  - a. We've had three snow days thus far, and closures get posted to WMUR, Facebook, and to our library website.
  - b. The iPad was purchased and has arrived.
  - c. Deb Boisvert has begun work on a publicity plan for the library and our tech events.
  - d. Using remaining ARPA funds, the NHSL donated a professional development library set of 20 new titles.

- e. The Director will submit the annual Public Library Survey mid-April with this year's library stats for PJJ. There are many of note that will be made public shortly.
  - f. Items for future consideration: a low-limit credit card for use with in-app purchases for iPad, updating our screen and projector with a Smart TV with a potential technology grant through NH Charitable Foundation.
- 8. April moves to accept the Director's report as given, and Christina seconds; all vote in favor, and the motion carries.
- c. Committees
  - 1. Policy Committee: The meeting minutes from February 20<sup>th</sup> were sent to trustees. Most of the meeting was spent working on a draft of the Patron Behavior Policy.

### III. Old Business

- a. Deerfield Room – Discussed above in the Library Director's Report
- b. Cleaning Contract – Discussed above in the Library Director's Report

### IV. New Business

- a. First Reading: ILL Policy – A couple of revisions were made.
- b. First Reading: Patron Behavior Policy – A couple of revisions were made.
- c. PJJ Trustee Representative on the Elsie Brown Volunteer of the Year Selection Committee: Sadie or Janice will volunteer depending on the meeting day and time. They are scheduled to meet anytime between April 4<sup>th</sup>-21<sup>st</sup>.
- d. SRP Concert/Event 2023 Steve Blunt & Marty Kelley, Saturday July 1st, 10:30 am sponsored by the FOTL
- e. NHLTA 2023 Spring Conference, Tuesday, May 9, 2023, 8 am – 4 pm, Concord, NH: register first and trustees will be reimbursed later. The deadline for registering is April 21<sup>st</sup>.
- f. Tricky Tray – The trustees will donate a tray to this annual fundraiser at Deerfield Community School as has been the tradition. Donations include: handspun yarn, washed and carded wool, a drop spindle, a gift card to The Elegant Ewe for \$25, and a donated knitting book. April moves to purchase the gift card from the checking account, and Christina seconds; all vote in favor, and the motion passes.

### V. Next Meeting Date: April 10, 2023, 7 pm

### VI. Adjournment: Gwen moves to adjourn, and April seconds; all vote in favor, and the motion passes. (8:54 pm)