

Philbrick-James Library
Meeting of the Board of Trustees
Amended Minutes – April 17, 2023 at 7:00 pm

- I. Call to Order (7:03 pm)
 - a. Roll Call, introduction of guests
 1. Present: Director Anne Meyers, Trustees Christina Eagen, Emily Oxnard, April Purinton, Sadie Stimmell
 2. Guests present: none
 - b. Election of officers:
 1. Chair: April nominates Sadie to continue as Chair, and Christina seconds; all vote in favor, and the motion passes.
 2. Treasurer: April nominates Janice to continue as Treasurer, and Emily seconds; all vote in favor, and the motion passes.
 3. Secretary: Christina nominates April as new Secretary, and Sadie seconds; all vote in favor, and the motion passes.
 - c. Approval of agenda: Emily moves to accept the agenda as amended, and Christina seconds; all vote in favor, and the motion carries.
 - d. Approval of minutes from March 13, 2023: April moves to approve the minutes as amended, and Christina seconds; all vote in favor, and the motion passes.
 - e. Correspondence: Mr. Rhodes contacted the Board via email regarding the March minutes.
 - f. Public Comments: none
- II. Reports
 - a. Treasurer: The report is delayed until next month.
 - b. Library Director
 1. Highlights of the month:
 - a. March Adult Craft Night on 3/20 had 5 participants
 - b. “Big Night Naturalist” program by FOTL on 3/25 had 37 participants
 - c. *Braiding Sweetgrass* NH Humanities Perspectives Book Club had 30 participants
 - d. April Adult Craft Night on 4/3 had 9 participants
 2. Monthly Circulation and Visitors: 647 library visitors, 239 library program participants, 20 new patrons added, and 1,243 check-outs
 3. Facilities:
 - a. Cleaning contract: The work has not been fulfilled this week due to illness and bereavement
 - b. The downstairs children’s room plumbing issue of a slow leak has been resolved. There may need to be follow-up attention paid to that corner of the floor in the future.
 - c. The downstairs shelves are now anchored to the wall, and the adult non-fiction has been shifted.
 - d. Staff will be completing an inventory of the YA collection and shifting them into the Deerfield Room.
 4. Staffing Updates: The ILL Library Assistant will be out at the end of May/beginning of June and the Programming Library Assistant will pick up this work.
 5. Professional Development:

- a. Attended:
 - 1. Director: "HR for the non-HR Professional" by Primex on 3/29
 - 2. Director: "How the Handle a First Amendment Audit" webinar by NHMA on 3/30
 - b. Upcoming:
 - 1. Library Assistants: "Cataloging Basics" by NHLA on 4/27
 - 2. Director: Anne has agreed to continue serving on the Paralibrarian Review Board of the NHLA, which requires quarterly board meetings with this professional section.
- 6. Programming:
 - a. 4/22: "Warm and Cool Homes" by Wes Golomb at PJJ. Daylilies by Donation to support the FOTL
 - b. 4/29: FOTL Elsie Brown Volunteer of the Year presentation at PJJ
 - c. 5/14: "Recipe for Success: Finding Women though Community Cookbooks" by Erin Moulton at Old Town Hall
 - d. 6/2: CLiF/Summer Reading Program kick-off at DCS with John Steven Gurney; Julie and Anne will attend
 - e. 6/3: Button Lady expert and collector at PJJ
 - f. 7/1: Summer Reading Concert "All Together Now!" with Steve Blunt and author Marty Kelley
 - g. 8/10 & 8/15: Terrarium Building Workshops with Nature Education Opportunities. A grant of \$350 was applied for and received from NH State Library. Supplies for these programs are covered by Deerfield's FOTL and some library budget monies.
- 7. Other:
 - a. Consideration had been given to purchasing a big screen television for programming use, but it is decided there is no need to pursue this.
 - b. The Fall 2023 Big Read Project has received grant funding for adult programming.
 - c. The Library Board of Trustees Treasurer is looking at the Town of Deerfield's credit card policy which was approved by the BOS in 2022 to see if it is usable in the library.
 - d. TechSoup has offered the necessary validation to the Library Director to pursue Google for Nonprofits.
 - e. The 2022 Public Library Survey is completed and submitted, one month ahead of schedule. Edie is working to fine-tune the programming statistical tool to improve our internal data collection processes for next year's PLS survey.
 - f. Trustee tasks:
 - 1. Please attend the Elsie Brown Library Volunteer of the Year Presentation on 4/29 at 10 am.
 - 2. The new secretary will update the NHLTA on new trustees and position appointments.
 - 3. Please register for the NHLTA conference for 5/9 in Concord.
- 8. Christina moves to accept the Director's report as given, and April seconds; all vote in favor, and the motion carries.
- c. Committees
 - 1. Policy Committee: The meeting minutes from March 31st were sent to trustees and posted on the town website. Most of the meeting was spent working on preparing drafts for 1st and 2nd readings. A lot of time was spent on a draft of the Circulation Policy, but

it is not yet ready for a first reading. Sadie moves to accept the policy committee report, and April seconds; all vote in favor, and the motion carries.

III. Old Business

- a. Deerfield Room Egress: The Library Director has researched possible paths forward for an economically sound and efficient egress from the Deerfield Room in order to meet code requirements. She has been in touch with Family Mechanical and two other providers, Rick Pelletier for code/electrical advice, Deerfield Heritage Commission, Nadine Miller (the Deputy State Historic Preservation Officer from the NH Division of Cultural and Historical Resources), and Dick Boisvert. At present and based on the input of the above-mentioned professionals, the Director indicates that to redo the entire heating system would require a commercial outfit instead of a local business who does residential systems. Still needed are three baseline quotes including an electrician and a general contractor before sending a proposal to the BOS with recommendations.
- b. Grant Update: NHSL Summer Learning Grant (\$350), Granite United Way (\$4,153 and \$756)

IV. Policies

- a. Second reading of ILL Policy: April moves to approve the ILL Policy as written, and Christina seconds; all vote in favor, and the motion passes.
- b. Second reading of Patron Behavior Policy: Emily moves to accept the policy as written, and April seconds; all vote in favor, and the motion passes.
- c. First Reading of Photocopying and Printing Policy: Some suggestions, revisions, and edits were made.

V. New Business

- a. Library Board policy and procedure for performance evaluation of Library Director: Anne will ask information from Pete regarding how the town operates their reviews; June is typically performance evaluation time.
- b. Potential seasonal help for summer programming needs: April moves to create a temporary, seasonal position in support of summer programming, and Christina seconds; all vote in favor, and the motion passes.

VI. Next Meeting Date: May 8 at 7 pm. Sadie will appoint chairperson for her absence.

VII. Adjournment: Christina moves to adjourn, and Emily seconds; all vote in favor, and the motion passes. (8:54 pm)