

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**Amended minutes – May 8, 2023**

7:02-7:18pm Public Hearing

- I. The Board of Trustees of the Philbrick-James Library held a public hearing in accordance with RSA 202-A:4-c: III (a) on Monday, May 8th, 2023 at 7:00pm. This hearing was held for the purpose of accepting public input regarding the acceptance of an American Library Association's Libraries Transforming Communities (LTC): Accessible Small and Rural Communities grant in the amount of \$10,000.00. The purpose of the grant is to support accessibility in the library and to conduct successful community engagement to support the development and adoption of programming for underserved populations.

No members of the public attended this hearing. Anne explained that Julie Kukla, our Children's Librarian, was instrumental in obtaining this grant. PJL will have 1 year to spend the funds which will be focused on library accessibility and accommodations, particularly for those with neurodivergencies that may make library access more challenging. PJL will be taking feedback on what accessibility measures will be most helpful from parents, families and the community.

- II. Call to Order Regular Meeting at 7:19pm
  - a. Roll call, introduction of guests
    - i. Present: April Purinton, Janice Leviton, Emily Oxnard, Christina Eagen, Gwen Mathews and Library Director Anne Meyers
    - ii. Guests: none
  - b. Approval of agenda: Anne asked that we amend the agenda to include a volunteer opportunity and parking shortages under new business, Emily asked that we include a vote on whether to accept the grant funds. Emily moved that we accept the agenda as amended; Janice seconded the motion. All voted in favor, and the motion passed.
  - c. Approval of minutes from April 17, 2023 : Christina moved that we accept the minutes as amended from April 17, 2023; Emily seconded the motion. All voted in favor, and the motion passed.
  - d. Correspondence: none
  - e. Public comments: none
- III. Reports
  - a. Treasurer
    - i. Balances:
      1. Checking account = \$4,099.90
      2. Savings account = \$71,363.18

- ii. Janice transferred \$15,000 from checking to savings to take advantage of increased interest rates on the savings account.
  - iii. We received a check for 5911.89 from the Trustee of the Trust funds per distribution requirements.
  - iv. Janice met with auditors in March.
  - v. Gwen moved that we accept the treasurer's report as stated; April seconded the motion. All voted in favor, and the motion passed.
- b. Library Director
  - i. Highlights of the month:
    - 1. Braiding Sweetgrass Humanities event 30 attendees
    - 2. April Adult craft night: Quilted Hearts 4/3 9 attendees
    - 3. Earth Day Local Author visit Wes Golomb, "Warm & Cool Homes": 5 attendees
    - 4. Daylilies by Donation to support the Friends of the Library raised just over \$100
    - 5. May Adult Craft Night: Cricut basics "Bee Kind" wooden ornament with Julie 3 attendees.
    - 6. Elsie Brown Volunteer of the Year Presentation approx. 25 attendees (Congratulations, Sadie!)
  - ii. Monthly Circulation & Visitors: 728 library visitors, 192 library program participants (Adult 110, Children's 82), 14 new patrons added, and 1,216 checkouts
  - iii. Facilities
    - 1. Deerfield Room Update/Planning: contacting electricians for quotes is a priority in May.
    - 2. RB Lewis did the annual inspection of the fire alarm system and extinguishers on 5/3/23.
    - 3. During the heavy rain on 4/30/23, a small amount of moisture entered from somewhere along the seam in the roof. It had dried fully by the following day, but Ray Ellis and Anne inspected what they could visually, discussed the intricacies of a slate roof and the past history of inspections. Ray contacted a company (Marquis Roofing in Manchester) and they will be coming out on Monday, 5/8/23, to come and take a look.
    - 4. After much discussion regarding the library landscaping, with facilities and highway department, Anne reached out to the Town administrator regarding moving forward. TA indicated that this level of work is not possible, given the other priorities for them, and suggested that we reach out to local landscaping companies to have the work quoted.
    - 5. Our posted elevator license has been updated.
  - iv. Staffing Updates:
    - 1. Holly will be out until mid-next week, Anne L. has been helpful. Parker will not be available this summer, so Anne would like to post for a summer library page position and reconsider a high school student, given the limited hours.
  - v. Professional Development & Meetings:

1. After this month, PJJ is taking a professional development hiatus for summer reading.
  2. Attended:
    - a. Anne attended an introductory webinar on the LCHIP grants, and learned a lot about this program, for future reference.
    - b. Holly and Edie attended a NH Library Association Paraprofessional class on "Cataloging Basics" at Hooksett Public Library on Thursday, April 27th, 10-2.
    - c. Julie finished the T3 "Transforming Teen Services" course with a cohort from around NH, offered through the NH State Library.
    - d. Staff attended the NHLA Spring Conference May 4th and 5th.
  3. Upcoming:
    - a. The Library Director will attend the NH Library Trustees Association conference May 9th in Concord.
- vi. Programming:
1. Saturday, May 13th at 11:00 am (location Old Town Hall) Local Author & Genealogist Erin E. Moulton A Recipe for Success: Finding Women Through Community Cookbooks.
  2. Friday, June 2nd, CLIF/SRP kick off DCS, John Steven Gurney. Julie & Anne will attend.
  3. Saturday, June 3rd "Button Lady" local button expert/collector will come to share her collection.
  4. Saturday July 1st, Summer Reading Concert "All Together Now!" with kids musician Steve Blunt & his buddy, author/illustrator Marty Kelley 10:30 am.
  5. Thursday August 10th (1pm) and Tuesday August 15th (1pm): Terrarium Building workshops with Kelly Dwyer from Nature Education Opportunities. A Summer Learning Grant from the NH State Library has been applied for and received, covering the presenter fees for both programs, \$350.
- vii. Other:
1. The Children's and Outreach Librarian applied for a grant this past winter with the American Library Association: Libraries Transforming Communities (LTC): Accessible Small and Rural Communities grant in the amount of \$10,000.00. Anne & Julie attended the Grant orientation virtual session on 5/3, and although the Board of Trustees need to approve the acceptance of these funds via a public hearing, ALA has requested that we wait to announce it formally after their mid-May press release. This is quite an accomplishment and will be recognized in the state as well as nationally.
  2. The AWE Learning station all-in-one unit has been ordered and has arrived. The funding arrived at the town offices late April, just in time for a National Library Week sale that saved us \$400. \$54

was applied to the library budget, and Friends of the Library will cover other accessories/incidentals needed (headphones, etc).

3. Anne purchased a large monitor for presentations, which also replaced the monitor at the main children's help desk.
4. Pete Lemay, the town bookkeeper, has requested a Town credit card for the Library Director, per the town policy.
5. Personnel Evaluation form, used by the Town, has been located for library use.

viii. Gwen moved that we accept the Director's Report as given, Christina seconds, all in favor and the motion passes.

IV. Committees - no committee meetings since our last meeting

V. Old Business

- a. Deerfield room egress: Anne is calling electricians this week and we will present the findings to the board of selectmen once we have them.
- b. Performance evaluations: Anne obtained the town template for performance evaluations and will begin employee evaluations in June.
- c. Summer seasonal help - looking to hire a teenager for 10-15 hours per week to serve as a library page (putting materials away, being hands on help to library staff). Emily moves to accept the part-time seasonal library page posting as written. April seconds, all in favor and the motion passes. Christina moved that we approve an hourly wage of \$13/hour for the part-time seasonal library page, April seconds, all voted in favor and the motion passed.

VI. Policies

- a. Second Reading of Photocopier and Printing Policy. Gwen votes to approve the Photocopier and printing policy as written, all in favor and the motion passes.

VII. New Business

- a. Grant: April moves that we accept the grant funds, Emily seconds, all in favor and the motion passes.
- b. Parking: Parking in front of the library and in the parking lot is limited. Anne is going to speak to the town to see if they have ideas about ensuring adequate parking in front of the building.
- c. Volunteer opportunity: Green Thumb club - A community member would like to offer some gardening programming on a volunteer basis for pre-k through primary students.

VIII. Next Meeting Date: June 12, 2023

IX. Adjournment: Christina moves to adjourn, Emily seconds, all in favor and the motion passes. Meeting adjourned at 8:53 pm.

Respectfully submitted,  
April Purinton