

Philbrick-James Library
Meeting of the Board of Trustees
AMENDED minutes – August 14, 2023

Present: Sadie Stimmell, April Purinton, Janice Leviton, Emily Oxnard, Christina Eagen, Gwen Mathews and Library Director Anne Meyers

The meeting was called to order at 7:06 pm.

- I. Call to order, introduction of guests
 - a. Roll call, Introduction of Guest: Deb Boisvert, Library Volunteer and Heritage Commission Member
 - b. Approval of agenda: Emily moves that we accept the agenda amended to remove Second Reading of Circulation Policy under Item V. April seconds, all in favor and the motion passes.
 - c. Approval of minutes from July 10, 2023: The notes will be amended to correct the salary line in the expenditure report – Janice moves that we accept as amended, Emily seconds, all in favor, motion passes.
 - d. Correspondence
 - i. Heritage Commission Letter: The Deerfield Heritage Commission (DHC) sent a letter both to this Board and to the Board of Selectmen, asking that we include the DHC in the decision-making process with regard to the renovations at the Philbrick-James Library. They shared particular concern about the potential for repair/replacement of the slate roof and the possibility of providing improved access to the lower level of the library. The DHC also requested that consultation with the Heritage Commission be included in the proposed Memorandum of Understanding with the Select Board.
 - ii. Anne Meyers shared two different letters from community members who wrote to share appreciation for all of the nice work the library and staff are accomplishing, and another praising the robust programming options available through the library.
 - iii. Trustee emails: We received an email from the Alternate Trustee and Friends Group Member for the Blaisdell Memorial Library asking for a phone call. Sadie was in touch and learned that they just lost their Director to a library that paid a more competitive wage, this individual was collecting information about what other libraries are paying their Directors.
 - e. Public comments - no public comments aside from the correspondence shared above
- II. Technology - Guest Deb Boisvert - Deb has been volunteering her time, working with Anne to help get us Google workspace as a non-profit through the friends group.
 - a. Website: Deb reviewed the website she and Anne have been working on and the ways that Google workspace will help streamline and increase the efficiency of our technology. The new website is much more user friendly for both staff and patrons. April moves that we soft launch the website, Christina seconds, all in favor and the motion passes. Website will launch before the end of this week.

- b. Library Logo: Anne and Deb provided a variety of library logos being used by other local libraries. There was a discussion about updating our logo to be more in line with current logo trends and to better represent the PjL mission and vision.
- c. Google Workspace: Google Workspace will enable us to have emails for pjL.org as desired/needed, and will give us our own private storage space. This storage space will mean that when there's a change in trustees/staff, we don't lose information, and will help maintain continuity of our work by ensuring that all info remains accessible in our storage space.

III. Reports

- a. Treasurer
 - i. Checking account = : Checking \$4,471.09
 - ii. Savings account = \$77,723.65. Interest for July was \$154.97 at 2.38% rate.
 - iii. ALA grant funds have been received and will be deposited into our trustee savings account – must be spent by the end of June 2024. Emily moves that we accept treasurer's report as written, Gwen seconds, all in favor, motion passes.
- b. Library Director
 - i. Monthly circulation and visitors for July - Circulation stats have almost doubled:
 - 1. 1201 library visitors, 593 library program participants - 58 Adults, 3 Teens, 535 Children, 26 new patrons added
 - 2. Circulation: 2108 checkouts, 2048 check ins, 148 renewals, 132 items added, 312 deleted.
 - ii. Facilities: Progress on the Deerfield room has stalled pending the development of an MOU with the BOS. The DHC has communicated that they would like to be included in the decision making process surrounding both the Deerfield Room and the roof. There is a lot of community engagement about the roof. Plumbing issues at the fire department next door caused the PjL to close early on 8/7.
 - iii. Programming - Programming continues to be very well attended. Upcoming programming includes: Clay Mask Making class with Don Williams (2 sessions, 8/21 and 9/18, ages 10+), Fall 2023 The Bear Big Read, Statewide Oct. 26th Book Discussion at DCC, Nov 9th 6pm, Night Sky Walk with Kelly Dwyer and Bear Paw. Tween & Teen craft night: Mandala dot stars. Saturday October 14th at 11am Cemetery Sleuthing with Erin Moulton at Town Hall. The Cemetery Commission will discuss collaboration ideas at their next meeting, 8/24. October: Friends of the Library Halloween Costume Swap November & December: Teeny Tiny Art Show, Adult Craft Nights: 10/2, 11/6, 12/4. Needle felted bookmarks, wooden ornaments paint night, recycled book gift tags.
 - iv. Outreach: Julie and Anne met with Deb Trentafel and Craig Huston from Parks & Recreation to discuss:
 - 1. current capacity and plans for future capacity building, as we find ourselves hitting our maximum at times.

2. how to prioritize and balance library programming and useful outreach.
3. volunteer policies, current and in development, and best practices.
4. Other collaboration ideas

Christina moves that we accept the Director's report as written, Janice seconds, all in favor, motion passes.

IV. Old Business

- a. Managing Library Property
 - i. Drafting an MOU with BOS
 - ii. Roof
 - iii. Deerfield Room Egress
 - iv. Library parking and handicap accessible spots

Recent facilities issues including the Deerfield Room egress and concerns about the slate roof have highlighted the need for a Memorandum of Understanding between the Deerfield Board of Selectmen and PJP Trustees so that the PJP Trustees and BOS can have a reliable, collaborative, and thoughtful strategy for collaborating on decisions regarding the facilities and building. Because the library exists in a special building in a historic district of our community, it is especially important that the BOS and PJP trustees include the DHC in the process of collectively overseeing the building and property. The PJP Trustees intend to maintain the historic integrity of the Soldiers Memorial building while remaining mindful of town resources, consulting all stakeholders so that we can confidently move forward with thoughtful decisions. Sadie moved and Emily seconded that we draft a letter representing tonight's discussion regarding development of an MOU and a plan for moving forward with the roof and the library site improvement plan. All in favor and the motion passes. Christina will begin a draft of this letter. Emily moves that we develop a draft MOU at a work session on 8/25, seconded by Christina, all in favor and the motion passes. The MOU work group will meet on 8/25 at 10am in a public meeting at the library to come up with a first draft MOU to present to the BOS in time for their next meeting on 8/28.

V. New Business

- a. 2024 Budget: Increase from last year's budget is \$5k less than we took in from grants last year; our new proposed budget represents a 10.2% increase from the default budget. Increases from last year include HOOPLA (digital service) and library employees to support increased library usage. October 10th is the BOS meeting where we will present our proposed budget.
- b. Chair conflict and meeting schedule for September, October, and November: Sadie (our chair) is not available for our regularly scheduled Monday night meetings this fall due to a work conflict. Sadie moved and Emily seconded that we move our meetings to the second Tuesday of the month, all in favor and the motion passes. Next meetings will take place at 7pm on September 12, October 10th, November 14th, December 12th.

VI. Next Meeting Date: 7pm on September 12

VII. Adjournment: Sadie moved that we adjourn, April seconded, all in favor and the motion passes. Adjourned at 9:34pm.

Respectfully submitted,
April Purinton