

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**DRAFT Minutes – September 5, 2018**

**Present:** Trustees Mal Cameron, Chris Carr, April Purinton, Anne Deely, Linda McNair-Perry and Jan Clark, Emily Oxnard (arrived at 7:20); Library Director Karen Howell

Meeting called to order at 7:06 pm.

This is a special meeting called to discuss staffing needs.

On August 29, Karen submitted a letter of resignation to the Board of Trustees (attached here), explaining that her father has received a terminal medical diagnosis and she was needed in Florida to tend to his and her mother's care. She anticipates leaving as of October 5. In addition, Caitlyn has accepted a full time job at UNH. She will probably leave in about two weeks.

With great reluctance, Linda moved and Chris seconded a motion to accept Karen's resignation as written, effective October 5, 2018. The motion passed unanimously.

**Non-Public Session**

Anne moved and Jan seconded a motion enter a non-public session under RSA 91-A:3, II(b). A roll call vote was taken:

Jan Clark: yes  
April Purinton: yes  
Anne Deely: yes  
Chris Carr: yes  
Linda McNair-Perry: yes  
Mal Cameron: yes

Entered non-public at 7:13 pm. No action was taken in non-public session. Jan moved to seal the minutes and Chris seconded. By unanimous vote, all agreed.

A motion was made, seconded, and unanimously agreed to exit non-public session at 7:29 pm.

We will form a search committee for the Library Director position of Jan Clark, Anne Deely, Chris Carr, and Emily Oxnard. Chris will also reach out to Joan Bilodeau and Sarah Kjendal. We will have the job ad and description out tomorrow on the state library job line, as well as lists in Maine, Vermont, Simmons College, and Indeed.

The library trustees unanimously thanked Karen for her time here. We are very grateful to her for all the work she did and energy she put into the position.

Chris moved and Emily seconded that the meeting adjourn.  
Meeting adjourned at 8:29 pm.

Respectfully submitted,  
Anne K. Deely

Philbrick-James Library Board of Trustees  
4 Church Street  
Deerfield, NH 03037

August 29, 2018

With much sadness and regret, I must resign from my position as Library Director for the Philbrick-James Library. Due to my father's terminal illness and my mother's advanced stage of dementia, I must leave the library to care for them. After exploring a number of options, I have decided there really is no suitable alternative.

According to my employment contract, I am obligated to provide the Board with a 30-day notice, which I do so willingly. As such, my last day will be October 5, 2018. Furthermore, I am happy to assist in any way I can to train a replacement and to facilitate the smoothest transition possible. I sincerely apologize for the inconvenience my resignation brings and can only hope for better days ahead.

Sincerely,

Karen R. Howell