

Philbrick-James Library
Meeting of the Board of Trustees
Draft Minutes Feb 12, 2024 at 7:00 pm

- I. Call to Order Regular Meeting: Meeting called to order at 7:02 pm
 - A. Roll call
 1. Present: Christina Eagen, Sadie Stimmell, Janice Leviton, April Purinton, Anne Deely, Emily Oxnard, Library Director Anne Meyers
 - B. Guests: No guests
 - C. Approval of agenda: Emily moves that we approve the agenda as written, April seconds, all in favor and the motion passes
 - D. Approval of minutes from January 8, 2024: Janice moves that we accept the minutes as written, Christina seconds, all in favor and the motion passes
 - E. Correspondence: None
 - F. Public comments: None
- II. Reports
 - A. Treasurer
 1. Balances: \$2750.75 in checking and \$88,821.29 in savings
 2. Interest of \$187.88 at 2.5%
 3. Checking account decreased slightly because of purchase of headphones and replenishment of petty cash
 4. April moves we accept the treasurer's report as written, Emily seconds, all in favor and motion passes.
 - B. Library Director
 1. January 2024: 131 library program participants, 1083 checkouts, 584 library visitors
 2. The work based learning project through NH Vocational Rehab was completed; a great experience for all involved.
 3. Anne has been asked by Deb Dutcher at the NHSL to speak on a panel (for small, rural libraries in New England on 3/15) about our summer reading grant-funded terrarium project from last year.
 4. Anne is putting together the statistics for the Annual Library Survey due in April.
 5. Christina moves that we accept the library director's report as written, Anne seconds, all in favor and the motion passes.
 - C. Committees
 1. The Policy Committee met on 1/22/24 and prepared three policies for reading at tonight's meeting (see III. Policies, below).
 2. Strategic Planning Committee met on 1/22/24 - we are making progress with the goals of our strategic plan. Will continue to work to build procedures for trustees.
 3. Next committee meetings are scheduled for 3/4/24.

III. Policies

- A. 2nd Reading of the Library Circulation Policy as prepared by the policy committee: Christina moves that we implement the policy as written, Janice seconds, all in favor and the motion passes.
- B. 2nd Reading of the Interlibrary Loan Policy and Procedures as prepared by the policy committee: Emily moves that we implement the policy as written, April seconds, all in favor and the motion passes.
- C. 2nd Reading of the Patron Behavior Policy as prepared by the policy committee: Emily moves that we implement the policy as written, Janice seconds, all in favor and the motion passes.

IV. Old Business

- A. MOU - The BOS unanimously agreed to sign the MOU as written at tonight's BOS meeting.
- B. Tree Trimming: Jared Messina is working to fit us into his schedule for removal of the dying oak tree.
- C. Roof Repair: Anne spoke with Santiago from Custom Slate and Copper, he will get us on the schedule as soon as he has the signed contract. Sadie moves that we accept the quote as written, move forward with signing the contract, put down the deposit, and commit to paying for the remainder of the cost using funds raised from the coffeehouse and/or grants with the remainder to be paid out of library funds. April seconds, all in favor and the motion passes.
- D. Electrical Upgrade/Deerfield Room Accessibility: The electrical panel was updated on 2/2/24. The building inspector recommends that we find a small structural engineering firm to help put together plans for adding a door to the Deerfield Room. Ray and Anne will work together to tie in remaining electrical components including alarm and outdoor elements.
- E. Coffeehouse Fundraiser - The coffeehouse will take place on May 4th, with funds to be used for roof repairs.
- F. Library Hours: Anne proposed new library hours as follows:
 - Mon 10-5 (new)
 - Tue 10-7 (new)
 - Wed 9-6 (new)
 - Thurs 9-5
 - Fri 10-2
 - Sat 9-1

April moves that we adopt the new hours, Emily seconds, all in favor and the motion passes. The hours will be implemented as of Feb 15, 2024

V. New Business

- A. Museum and Cultural Passes: We reviewed usage of museum and cultural passes from the last year. Based on that usage and budget constraints, we aren't able to renew all of the passes at this time. Sadie moves that we renew the NH Children's Museum pass, discontinue the NH State Parks and Squam Lakes passes, with the option of renewing Seacoast Science Center and Strawberry Banke put forth to the FOL; Anne seconds, all in favor, and the motion passes.
- B. Upcoming Elections: We have two candidates running for the one, one-year trustee position and two candidates running for the two, three years trustee positions.
- C. Tricky Tray: We will donate a knitting tray
- D. Engineering Plan: Anne is waiting to hear Round 2 of LTCALA grant and is proactively investigating an engineering plan for accessibility so that we are as prepared as possible if we receive it.

VI. Next Meeting Date: Monday, March 11, 7pm

VII. Adjournment: Emily moves that we adjourn at 8:46pm, Christina seconds, all in favor and the motion passes.

Respectfully submitted,
April Purinton