

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**Draft Minutes – January 9, 2017**

**Present:** Chris Carr, Dana van der Bijl, Linda McNair-Perry, Anne Deely, Janice Clark, Dee Jones, and Library Director Evelyn DeCota **Absent:** Mal Cameron

**Meeting called to order at 7:04 pm**

**Citizens' Comments: None**

***By unanimous consent, the board made the following statement:***

The Philbrick-James Library Board of Trustees would like to state for the record that at no point did this board make or imply an offer of employment for the Library Director position to anyone. The board will adhere to all New Hampshire RSAs and laws. This position will be publicly posted and broadly advertised, and all qualified candidates will be considered. We expect to advertise in May, interview in June or July, and for the new director to start in September 2017.

**Secretary's Report**

Minutes from the December 2016 meeting were accepted as written.

**Treasurer's Report**

**Checking:** \$36,558.13      **Savings:** \$49,939.47

**Vision Committee:**

They have reviewed the timeline and are actively researching information for the job description and salary. They will be meeting with Penny Touchette, who does HR for the town of Deerfield, later in January.

**Timeline:**

Research salaries, job descriptions

Advertise – May

Closing date – June 15, 2017

Interview – July

New Director Starts September 1, 2017

Evelyn's last day – September 20, 2017

**Librarian's Report**

**Correspondence:**

**Christa McAuliffe Discovery Center - \$300 (6 families, 26 people).** Evelyn asked about the jump from \$250 and found out that there has not been an increase in ten years. The board voted 4 to 2 in favor of renewing it. Anne, Jan and Dana will send feedback to Evelyn regarding the facilities.

**Hannaford Helps** – February only, Northwood store only. Dana will put an article in the *Forum* and share on the Community site.

### **Technology:**

Mel is having trouble with her computer's network connection (reported 12/10/16). The cable is routed through the heating vent but should either be fed through the floor or changed over to a wireless network connection. Chris and Jill Carr will take a look at it and get in touch with Dana to see if she has any equipment to donate.

### **Programs:**

**Humanities to Go** – Jeff Warner – **Music in my Pockets** – Sunday, **May 7 at 2 pm**  
**Town Hall \$200 speaker fee + \$33 travel = \$233 total**

### **Professional Development**

**Training of staff for a smooth transition.** Annie is absorbing some of the Inter Library Loan duties. Mel is going to the MBC meeting on January 10<sup>th</sup> with Evelyn.

### **Repairs**

**Mark Tibbetts** met with **Keach-Nordstrom (engineering for the town)** and went over the work to be done on the **retaining wall**. **Duffley** quoted **\$1,975**.

**Slate roof repairs – A.W. Therrien - \$1,500**

Money was encumbered from the 2016 budget for both repairs.

### **Old Business**

**Architectural rendering insurance** – No update

**Budget Hearing with MBC – Tuesday, January 10, 6:30 pm GBW**

### **New Business**

**Deliberative Session – Saturday, February 4 or 11 (town and school)**

**Right to Know law changes effective January 1, 2017** - Two changes. **HB1419** - Minutes of all non-public sessions must a record of votes for each elected official present. **HB1418** - Information in the minutes must include the names of all those involved in the meeting.

A member of the public requested information about the board's expenditures for staff development. Linda will gather the information so it can be reviewed by the citizen.

**Meeting adjourned at 8:25 pm**

Our **next meeting** will be held on **Monday, February 6, 2017**

Respectfully submitted by:

Dana van der Bijl  
Secretary