

Philbrick-James Library
Meeting of the Board of Trustees
Draft Minutes – February 6, 2017

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

Meeting called to order at 7:08 pm

Citizens' Comments: Jim Deely stopped by to give some positive feedback to the board and to thank them for their efforts.

Secretary's Report

Minutes from the January 2017 meeting were accepted as written.

Treasurer's Report

Checking: \$33,988.40 **Savings:** \$49,941.52

Vision Committee:

Met with Penny Touchette and touched base about the candidate search. They discussed proper procedures and received copies of the personnel policy. The committee has been looking at ads and job descriptions to help construct their own. Things are moving along as planned. They will meet again later this month.

Librarian's Report

Correspondence:

Donation - A generous patron made a \$100 donation. Evelyn sent a thank-you.

Suncook InterLibrary Consortium Dues - \$300 due by April 1st – The board voted to pay the invoice.

Technology:

17" HP Notebook for Annie has been delivered. It was paid for by the Friends of the Library.

Programs:

Preschool Storytime Change (due to mandatory monthly management meeting scheduled by town administrator) – **First Tuesdays** (will be done with the help of volunteers).

Cabin Fever is Saturday, March 18th from 9-2

Volunteer of the Year Award will be April 8th.

Professional Development

Conventions — Mel was off January 14 and will be off February 18 (Evelyn will cover).

Vacation — Evelyn will be gone March 16-17; also week of April 17-21 (Mel & Annie will cover)

Repairs

Braided rug has been installed.

A.W. Therrien Invoice Mixup – Invoice was sent for encumbrance purposes but work has not been done. We mistakenly received a past due statement. It has been straightened out.

Old Business

Deliberative Session Report – Nothing new

New Business

Social Media Policy – Evelyn passed out a sample policy to consider for the future.

Meeting adjourned at 7:47 pm

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

Respectfully submitted by:

Dana van der Bijl
Secretary