

**Philbrick-James Library  
Meeting of the Board of Trustees**

**Draft Minutes – March 6, 2017**

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

**Meeting called to order at 7:03 pm**

**Citizens' Comments:** None

**Secretary's Report**

Minutes from the February 2017 meeting were accepted as written.

**Treasurer's Report**

**Checking:** \$32,432.76      **Savings:** \$49,943.64

**Librarian's Report**

**Correspondence:**

**Response from Discovery Center:** 2018 pass renewal has arrived. Our feedback was passed along to the senior staff. The executive director noted that transition was rough, but all exhibits are now working and rotated/refreshed regularly. We were invited to set an appointment to go to check things out. Evelyn thanked them for their follow-through.

**Hannaford Reusable Bags** – The final number has not come in yet, but at least \$53 should be donated to the library.

**Programs:**

**Cabin Fever Fair** – Saturday, **March 18** from 9 am-2 pm

**Professional Development**

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

**Repairs**

**Cleaning service** – We were having issues, but they have been resolved. Evelyn spoke with the new town administrator and found out they were having issues as well. They both spoke with the owner and noted their dissatisfaction with the service. The cleaning service employee was terminated, an ad has been placed, and in the interim the owner is doing the cleaning.

**State Safety Inspection** – If we get inspected and cited for infractions, John Harrington said he would find the funding to cover repairs. The board discussed the possibility of upgrading the lighting to LED throughout the library.

## **Old Business**

**Working with New Town Administrator** - there have been regular meetings with organized reporting. There are new reporting requirements for donated books and magazines to reflect in-kind donations.

## **New Business**

**Tricky Tray Donation - \$50 gift card to Gibson's Book Store**

**Annie's Resignation** – The board discussed the options for coverage of hours.

**SNHPC - Becoming Age Friendly – Wednesday, 3/29 at GBW - 11 am to 12:30 pm (lunch)** - understanding the needs of older generations and millennials.

**Voting – Tuesday, March 14<sup>th</sup>**

Our **next meeting** will be held on **Monday, April 3, 2017**

**Meeting adjourned at 8:07 pm**

Respectfully submitted by:

Dana van der Bijl  
Secretary