

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

**Draft Minutes – April 3, 2017**

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

**Meeting called to order at 7:08 pm**

**Citizens' Comments:** None

**Secretary's Report**

Minutes from the March 2017 meeting were accepted as written. The current slate of officers will continue on for the next term, with Mal as Chair, Dana as Secretary, and Linda as Treasurer.

**Treasurer's Report**

**Checking:** \$31,184.12      **Savings:** \$49,945.76

**Vision Committee Update:** Job description has been created and will be used in advertising the position. Planning on advertising online with a link to the document. Ads should be run by the first week in May. Evelyn shared a list of potential places to advertise (schools, job boards, NHLA and other library associations in neighboring states).

**Librarian's Report**

**Technology:** Copier was repaired this week.

**Programs:**

**Jeff Warner – Humanities to Go** program at Town Hall on Sunday, 5/7 at 2 pm **“Music in My Pockets”**. He needs two sturdy tables, two armless chairs, and an amplifier. We have given him permission to sell CDs. [www.jeffwarner.com/press](http://www.jeffwarner.com/press)

**Evelyn** will send the file to neighboring libraries to be printed and posted. **Anne** will distribute a press release to local publications and event calendars. Refreshments will be discussed at the next meeting.

**Cabin Fever Fair - \$1,154 profit**

## **Professional Development**

**Vacation** — Evelyn will be gone April 19-21 (Mel will cover)

## **Repairs**

**A.W. Therrien** – Slate roof repairs – possibly early this week. The puddle in the attic is getting worse, and Evelyn has picked up a few pieces of slate that have fallen from the roof.

**Energy Audit** – The Fire Chief, Town Administrator, and an auditor came in last week. We will be converted to LED lighting under a program where our anticipated savings will offset the conversion expense.

**State Safety Inspection** has been scheduled for **April 10<sup>th</sup>**.

**Anne** will look into replacing the downstairs **door chime**.

## **Old Business**

**Social Media Policy** – The board agreed that the provided sample policy looks reasonable with minor changes. Evelyn will make the changes discussed and present it for approval at the next meeting.

**Personnel Ads** – The board voted to have Evelyn draft an ad for a part time temporary programming assistant.

## **New Business**

**SNHPC Becoming Age Friendly Update** – Evelyn attended and spoke with the organizers about various topics.

**Volunteer of the Year Award** – **Saturday, 4/8 at 10 am**

**Date Change for NHLTA Spring Conference** – **May 23<sup>rd</sup>**. Mal and Dana and Jan will attend.

Our **next meeting** will be held on **Monday, May 1, 2017**. Dana and Anne may not be able to attend, so please let Evelyn or Mal know if you cannot make it.

**Meeting adjourned at 8:30 pm.**

Respectfully submitted by:

Dana van der Bijl, Secretary