

**Philbrick-James Library  
Meeting of the Board of Trustees  
Draft Minutes – May 1,2017**

**Present:** Mal Cameron, Chris Carr, Janice Clark, Dee Jones, Linda McNair-Perry and Library Director Evelyn DeCota

**Meeting called to order at 7:07 pm**

**Citizens' Comments**

none

**Secretary's Report**

Minutes from the April 2017 meeting were accepted as written.

**Treasurer's Report**

**Checking:** \$36,708.86      **Savings:** \$49,947.68

**Vision Committee:**

Reviewed the Library Director position advertisement. Advertisement was approved to be posted with the recommendations that an EOE statement be included and a date be listed noting when review of applications will begin. Goal is to have opening posted prior to the end of the month. Two Deerfield residents have been approached to join the search committee, with Joan Bilodeau agreeing and the other candidate considering the offer. The final committee will consist of three trustees and two additional Deerfield residents. The next Vision Committee meeting is scheduled for May 3, at 7:00 pm.

**Librarian's Report**

**Correspondence:**

**Letter of Resignation:** Evelyn DeCota submitted her official letter of resignation, effective September 20, 2017. The letter was reluctantly accepted by the Board with a vote of thanks to Evelyn for her many years of dedicated service. A copy of the letter is attached.

**Membership Application/Dues for the New Hampshire Library Trustees Association (NHLTA):** Trustees reviewed their contact information. Dues per trustee are \$30 for a total of \$210.

**Hannaford Helps:** The Library received \$60 from the Hannaford in Northwood. Money comes from the sale of reusable Good Karma grocery bags. A portion of the sale is dedicated to different nonprofit organizations on a monthly basis.

**Donation:** Two patrons made a \$20 donation to purchase memorial books.

**Technology:**

**Copier:** Copier was serviced last month but still acting up – making noise and stopping after 3-4 copies when multiple copies requested. Evelyn will call repair service again.

**Programs:**

**Humanities to Go:** Jeff Warner will perform historical music program Sunday, May 7, at 2:00. Program is designed for both adults and children. Trustees will host and provide refreshments.

**Professional Development**

**Conventions:** Three trustees will attend the New Hampshire Library Trustees Association (NHLTA) conference, May 23. One of the registration fees will be covered by NHLTA.

## **Repairs**

**A.W. Therrien:** Slate roof repairs have been completed. Evelyn will call Town Offices to see if invoice has been received. There was damage along the ridgeline resulting in the leak.

**Energy Audit:** A representative from Eversource completed audit. Library will be converted to LED lighting.

**State Safety Inspection Update:** Wires in the conference/non-fiction room connecting to the computers in the upstairs stacks are not optimally connected. Library is not *required* to change but it is recommended that the library consider alternative ways to make the connection. Other open wires in the room should be covered by conduits. M. Tibbetts is aware of the situation and will see the wires are covered.

## **Old Business**

**R.W. Cleaners:** Cleaning service still not satisfactory. Person hired about 2 weeks ago to replace the crew that was let go has already gone. Minimal cleaning needs being covered. Most recent check to the company has not been cashed. We will closely review next bill before paying. We may want to look into a more local company/person.

**Social Media Policy:** Policy finalized and approved by trustees. Will be kept on file in the Library.

**Personnel Ad:** Ad for Library Director position to be posted after next Vision committee meeting, May 3 (see Vision Committee above)

## **New Business**

**Staff Scheduling:** Discussed revised scheduling and staff coverage after Annie's resignation. Evelyn feels coverage is under control. Mel is working an additional 6 hours per week. Evelyn indicated that she prefers not to try to hire a part-time person on a temporary basis. She is currently managing and would prefer new Director be totally free to fill the new part-time position.

**Meeting adjourned at 8:08 pm**

Our **next meeting** will be held on **Monday, June 5, 2017**

Respectfully submitted by: Janice Clark

Acting Secretary