

**Philbrick-James Library
Meeting of the Board of Trustees
DRAFT Minutes – August 7, 2017**

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

Guest: Karen Howell (incoming Library Director)

Meeting called to order at 7:01 pm

Secretary's Report

Minutes from the July 2017 meeting were accepted as written.

Treasurer's Report

Checking: \$37,210.37 **Savings:** \$49,953.97

Librarian's Report

Correspondence: Evelyn contacted **Trustee of the Trust Funds Jim Sullivan** regarding the **trust fund payments and the lack of income since 11/7/2016**. She asked for more information and requested a quarterly written report going forward.

Jim Sullivan responded with an apology and listed that he had made some overpayments. He had planned to let the first quarter accumulate and then correct the errors. He has been in contact with the town auditor and is working on a plan to make two distributions a year. \$453.07 was requested from Cambridge prior to receiving Evelyn's letter. Then he realized that it should have been for **\$535.64**, which is the amount of the check Linda received.

Deerfield Girl Scout Troop #47202 sent a letter requesting permission to use our gallery to earn their drawing badges. The board voted unanimously to allow them to display their landscape artwork in our gallery during the month of September.

Technology:

Shelf/cabinet for modem, router and power strip to hide wires--Evelyn contacted Kevin MacDonald to ask him to build this for us in the basement. The electrician would channel the wires after Kevin is finished the cabinet.

Programs:

Summer reading update – It has been very slow this summer. Only a few have turned in their forms. Some of the story times at the lake have been rained out, but attendance has been low in general.

Professional Development

Notes for successor – is a folder Evelyn is keeping for Karen to look over.

SILC Trustees Night is being held at the Epsom Library on October 25th and we are invited.

Repairs

The library passed the state (DOL) safety re-inspection.

Door chime – no action

Old Business

Architectural Rendering – Evelyn will give the rendering to Nancy Brown-McKinney, who will hand deliver it to Portland, ME while visiting her son. The signed contract and a check for \$340 will be mailed to Nina Rayer, the conservationist.

Outstanding Projects – Duffley retaining wall repair – Mark Tibbetts said he is in the midst of the painting/carpeting project at the Tax Collector's office. He promised to get in touch with Duffley. Evelyn will follow up with him, and she also notified John Harrington.

AED Unit arrived, but did not fit in the cabinet that was offered to us by the town. A new cabinet will cost \$149, but because it came housed in its own carrying case, a cabinet is not necessary. Evelyn will order a bright colored triangular sign to make its presence obvious. It will be kept upstairs near the circulation desk. The board authorized up to \$50 for the purchase of the sign.

Cleaning Service – The new person, Tracy, is doing a good job and Evelyn thinks she will work out fine.

Bike rack arrived and has been assembled. Thanks to the Friends and to Ken Jones for assembly.

New Business

Evelyn suggested that we **purchase new mats for the entrances**, and perhaps a runner.

Budget for 2018 - Encumber funds for programming assistant. Karen Howell will have an opportunity to look at and change the budget prior to submission.

Meeting adjourned at 8:03 pm.

Our **next meeting** will be held on **Monday, September 11, 2017 at 7 pm.**

Respectfully submitted by:

Dana van der Bijl, Secretary