

**Philbrick-James Library
Meeting of the Board of Trustees
DRAFT Minutes – September 11, 2017**

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

Guest: Evelyn DeCota

Meeting called to order at 7:06 pm

Secretary's Report

Minutes from the **August 2017** meeting were accepted as written.

Treasurer's Report

Checking: \$35,974.75 **Savings:** \$50,493.79

\$509.61 of trustee funds (from savings) was spent on the retirement/welcome event.

Librarian's Report

Technology:

Shelf for Modem/Channel mounted on wall for wires – Karen plans on calling Metrocast this week because the modem is old and possibly defective. Kevin MacDonald will be installing the shelf.

Steadier State Replacement – Karen recommended Deep Freeze. Will speak to Jill.

Programs:

Summer Reading – 9 children completed the program. This downward trend seems to be universal and possibly because of the themes. Next theme is music, which should be more popular.

Professional Development

NHLA Reads Fall Conference – Concord - 10/10, 9 am to 4 pm – Karen will attend.

SILC Quarterly Meeting – Barnstead - 10/12 9:30 am - Noon – Karen will attend.

CHILIS Fall Conference – W. Lebanon - 10/19 all day – Karen may attend.

SILC Trustee Night in Epsom – 10/25 at 7 pm

Repairs

Duffley – Retaining wall repair is complete

Door Chime – Anne will order one

Entry Mats and Runners to protect floor - Chris will buy some Waterhogs from LL Bean.

Chimney Clean-Out – added to the Government Buildings to-do list.

Cracks in plaster – There is a deep crack in the plaster of the stacks, and some in the office area. There is also a crack in the wood floor that may or may not be related. **Leaded glass windows** are beveling inward. The one above the door looks like it is going to pop out. Linda will look into these things.

Lift inspection to be scheduled by Department of Labor.

Old Business

Girl Scout Art Exhibit is now happening in December.

Architectural Rendering – Evelyn re-sent check/contract

AED Sign – Received at no charge. Should be properly installed to draw attention; **AED Training** will be done by someone from the rescue squad. Karen will call them to check.

Eversource LED lighting project – ongoing – some lights have been replaced. There is a new light bar over the front door that is on a sensor. The handicap bathroom lighting was replaced with an auto-off timer. There is a back garden light that will always be on. The meeting room downstairs was not done because it was not “in the scope” of their work.

New Business

Police emergency form was filled out with primary and secondary key holder info.

Staff self-evaluation will become an annual process.

The Bilodeaus have an **oak table** that they would like to donate to the library. Item tabled for now.

We talked about options for automation. Karen has been looking into Library Thing, social media, and using WordPress for a new website.

2018 Budget finalized – discussed funds for programming assistant. Karen ran through some of her ideas for future programs. The new final proposed budget amount is **\$104,491**.

Meeting adjourned at 8:49pm.

Our **next meeting** will be held on **Monday, October 2, 2017 at 7 pm.**

Respectfully submitted by:

Dana van der Bijl
Secretary