

**Philbrick-James Library  
Meeting of the Board of Trustees  
DRAFT Minutes – October 2, 2017**

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

**Guest:** Kevin McDonald

Meeting called to order at 7:07 pm. In Dana's absence, Anne agreed to take the minutes.

**Basement Wall Cabinet**

Kevin McDonald presented his ideas for dealing with the various network components and wires in the basement reference room. Kevin explained that we want to hide the three components and the wires. He could build a wall cabinet that stretches from the ceiling to perhaps the bottom of the window. It probably needs to be vented for the electronics. Perhaps an electrician could wire an outlet up there so there wouldn't be any wires visible. Alternatively, we considered moving all of the equipment upstairs to the closet next to the public computers. We realized that there is a lot of excess wire, some of which is unnecessary. As we discussed further, we realized it is necessary to first understand what all the wires are and why they are in their current configuration. Karen will seek input from Steve Jamele, Evelyn DeCota, and Metrocast to sort out the situation. We asked Kevin to provide an estimate for both building a wall cabinet and for providing appropriate shelving in the upstairs closet. We thanked Kevin for his time and input, and he left.

**Secretary's Report**

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

**Treasurer's Report**

**Checking** \$35,212.32

**Savings** \$49,973.28

Linda pointed out that the book line, which covers books, magazines, and subscriptions to online databases, is a little under spent to date. Karen said she has been actively weeding the collection and purchasing many new books.

**Librarian's Report:**

**Technology:**

Karen's desktop computer is very out of date, and she has been unable to use it for several basic functions, such as accessing files through Dropbox. Jill Carr is building a new computer for the library and hopefully that will be ready within the week. Karen said she is interested in getting a few e-readers to circulate and a display screen. Chris encouraged her to check with the Friends group, as they are actively fundraising for just such expenses. He suggested she figure out exactly which item(s) she wanted to purchase, and ask the Friends. What they cannot cover, Karen will purchase. In addition, Jill and Chris Carr have donated an external hard drive.

**Programming:**

Karen booked the Town Hall for May 3, 2018 for Preston Heller. He is a mentalist who has been a very popular presenter throughout southern New Hampshire. Admission will be free with if attendees bring canned goods for the Deerfield food pantry.

The Feeding Winter Birds program was very successful, with about 25 people attending.

Karen would like to purchase a projector, speakers, and a movie license to allow for showing movies. She will research prices for these.

Susan Miller, who writes for the Portsmouth Herald, is interested in doing a presentation on Alaska.

**Professional Development:**

The dues for Karen's membership in NHLA (\$45) and NELA (\$20) are due. A motion was made and unanimously passed to authorize spending the \$65 for this.

**Repairs:**

Anne purchased a door chime. Karen will install it and ask Mal for help if she has trouble.

Last month, we authorized spending \$250 on floor mats; Chris investigated the mats from LL Bean, and found we would need \$420 to purchase the appropriate sized mats. We voted and unanimously approved spending \$420. Chris will purchase them.

Linda investigated people who might repair the leaded glass windows. One person is currently unavailable for personal reasons, and the other has not yet returned her call.

The lift inspection was completed and passed. The furnace was serviced as well.

**Old Business**

Eversource LED lighting project: Last week, John Harrington and the representative from Eversource came and looked around. Mark said the project would be done last week but it was not. Karen will ask Mark when he thinks it will be.

Mal will write a thank you note to Matt Fowler, who donated the sign for the Evelyn DeCota Children's Room.

The 2018 budget is completed and has been filed, with a few adjustments made to the contracts and books lines. The increased contracts line will allow for purchasing Wordpress Business which enables full customizing of the future website. We will present the budget to the Select Board on October 30.

**New Business**

Artists participating in the Deerfield Arts Tour are displaying their works in the gallery area. Karen will promote the event via social media and the library website.

The job description for the Library Programming Assistant position is finalized.

**Non-Public Session**

A motion was made to enter a non-public session under RSA 91-A:3, II(a,b,c). A roll call vote was taken and unanimously approved to enter non-public session.

No action was taken in non-public session. Jan moved to seal the minutes and Chris seconded. By unanimous vote, all agreed.

Meeting adjourned at 8:59 pm.