

**Philbrick-James Library  
Meeting of the Board of Trustees  
DRAFT Minutes – November 6, 2017**

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

**Meeting called to order at 7:02 pm**

**Citizen Comments:** None

**Secretary's Report**

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

**Treasurer's Report**

**Checking:** \$39,728.08      **Savings:** \$50,140.10

**Third quarter distribution of \$198.68** was received from the **Trustee of the Trust Funds.**

**Librarian's Report**

**Correspondence:** None

**Technology:**

- A shelf for the **modem/router** is no longer needed, since the equipment now resides on top of Mel's desk. The **wireless signal** is now stronger.
- Steve Jamele determined that our **current equipment cannot handle wireless faxing and printing**. Karen will check with Steve to see what he recommends. This purchase may have to wait until next year (for budgeting).
- Jill Carr got **Karen's new computer** up and running.
- The FOL will purchase **two KOBO e-Readers** for the library.

**Programs:**

- The library is asking for **LEGO donations** for starting a monthly club. Anticipated start date of this program is February 2018.
- **Puzzle Swap** is ongoing at the front desk.
- **Knitting/Crochet Club, Afternoon Story Time, and Teen Advisory Board programs** to begin in January 2018
- **"Let's Talk America"** (a program for adults to discuss current political events) is being planned for 2018.
- **Holiday activities** were discussed, as well as a cookie swap/open house, as a thank-you to the community.

## PROFESSIONAL DEVELOPMENT

- Karen has been taking **classes in PR and budgeting** through Lynda.com. This training is provided and paid by the State.
- **NHMA Right-to-Know Workshop** on 12/6 from 9:00 am to 4:30 pm. \$90.

## REPAIRS

- Mark Tibbetts will install our **new door chime**.
- **Entry mats and runners** to protect the floor are now in place at both entrances.
- We still need someone to take care of the **leaded glass**. Dee will check with the church, as they are currently doing similar repairs.

## OLD BUSINESS

- The **oak table** donated by Joan B. will be delivered in November.
- **2018 budget** was presented to the BOS today. MBC workshop is on Saturday, 12/2.
- The gallery will hold an **Amy Beach exhibit** in May of 2018.
- **The cleaning of our building** currently takes approximately 45 minutes. Many items are not being taken care of, and we are paying for two hours. Karen will discuss it with the manager and see what can be done.

## NEW BUSINESS

- The board regretfully accepted the **resignation of Mel Graykin**. Her last day will be November 25, 2017.
- Karen would like to hire a **part time programming assistant** at a rate of \$14.54/hour. Karen envisions the new hire taking over most of the programming for the children, while Karen will mostly work with the adults. **Annie Vennerbeck has expressed an interest** in returning to the library on a limited basis. **These positions would need to be posted according to RSAs.**
- **Library brochures** describing our services and passes are now at the front desk.
- The board discussed the need for **automation**, as we are one of only two un-automated libraries in the state. All agree that we should automate, except Anne Deely. Janice Clark also expressed concern. Karen is looking into using **Atrium** and will get pricing information.

**Meeting adjourned at 8:35 pm.**

Our **next meeting** will be held on **Monday, December 4, 2017 at 7:00 pm.**

Respectfully submitted by Dana van der Bijl, Secretary