

**Philbrick-James Library
Meeting of the Board of Trustees**

DRAFT Minutes – December 2, 2017

Present: Mal Cameron, Chris Carr, Linda McNair-Perry, Janice Clark, Anne Deeley, Dee Jones, and Library Director Karen Howell

Meeting called to order at 7:02 pm

Citizen Comments: None

Secretary's Report

November 2017 Minutes accepted with the following corrections:

- First bullet point under New Business should read: "The board regretfully accepted the resignation of Mel Graykin. Her last day will be November 25, 2018. This position will be posted according to RSA requirements."
- The second bullet point under New Business should read: "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. Karen interviewed several applicants, and the board voted unanimously to hire the applicant recommended by the Library Director."

Treasurer's Report

Checking: \$35,176.91 Savings: \$50,142.15

Librarian's Report

Correspondence: Received a farewell card from Mel Graykin.

Technology:

- KOBO eReaders have been delivered; digital screen will be purchased by the Friends of the Library
- Automation system: Atrium vs. Library World
Karen's research determined that Library World is the preferred option. The initial cost of the Atrium software would be \$25,000, while the cost with Library World will be a yearly fee of \$454 a year. Some new equipment would be needed: a scanner, printer, bar codes. Total cost may be \$4000. Karen has checked with other libraries using this system, and the reports are positive. She is currently using its 60 day trial and finds it working quite well. The board proposed amending the 2018 budget to include the Library World Automated System in the contract line. Karen will take this recommendation to the budget hearing. We plan to implement this program next year with or without inclusion in the budget for 2018. Karen was authorized to spend up to \$500 to implement the system.

Programs:

- We are still seeking LEGO donations for the monthly LEGO club, beginning in February 2018. Chris will check Craig's List and other possible sources. Karen was authorized to spend \$150 on LEGOS.

- Holiday Open House is scheduled for Friday, December 15, 1-4 pm, and Saturday, December 16, 9-12 pm. There will be ornament making for children on Friday with delivery of ornaments to the Inn at Deerfield on Saturday. Several volunteers have provided cookies. Apple cider will also be available.
- Promotion will begin on programs scheduled for the new year: Knitting, Afternoon Storytime, and Deerfield Dialogue.
- Children are enjoying the toy kitchen donation.

Professional Development

- Caitlin will join the Library Association (\$10) and Chilis (\$5)
- Karen will join the Library Association (\$60)

Repairs

- Door chime as been installed by Karen's husband.
- Stained glass window repair: Dave from Old Restoration stopped by to inspect the windows. He will take out the windows and take them to be repaired in Nashua.

Old Business

- Thank you to the Bilodeaus for the beautiful oak table for the check out desk. Karen will send a thank you card. The old table was oiled (looking good now) and moved downstairs.
- Cleaning of the library remains an unresolved issue. Karen will contact the town about the current contract and ascertain the status as it relates to the library and determine when it expires. If it is determined that the library can proceed on its own, Karen will place a job description on the Deerfield Community Page for a responsible part-time cleaning person.

New Business

- After discussion, two recommendations were named to replace Dana van der Bijl on the board of trustees. Meanwhile, Anne will take over as secretary.
- New LL assistant: Karen will complete the interview process, and the board will hear her recommendation and vote on her choice at a special meeting Monday, December 11 at 7 pm at the library.
- MBC budget session will be held Tuesday, December 5 at 6:30 pm
- Linda will set up a PayPal account for Karen to use for library purposes.
- Security: It was determined that security cameras are not necessary.
- Chris reports that more pie bakers are needed for next year's November pie sale. We could've sold many more.

Meeting adjourned at 9:05 pm

Respectfully submitted,

Dee Jones

Next meeting regular meeting: January 8, 2018