

Philbrick James Library Meeting of the Board of Trustees

January 4, 2010

Present:

K Berglund, C Carr, C Cook, E DeCota, G Doane, A Draper, C Libis M Mann

Commenced: 7:00

Public Comment: None

Secretary's Report: Approved as read

Treasurer's Report: There is \$13,690 in the checking account. The librarian, along with Claudia and Mel [tech assistant], will compile the year end report.

Librarian's Report:

Correspondence/Librarian comment: The librarian wished to thank Jill and Chris Carr for installing the computer for the new library assistant. Thank you notes were received from Joe Welch and Elsie Brown. The new assistant and custodian are working out very well.

Technology: BAE Systems has donated a computer for new staff member Annie Vennerbeck. Chris has already built the computer and will bring it in and install it at the desk in the reference room.

Professional Development: Nothing to report.

Programs: Nothing to report

Repairs: Greg has weather-stripped most of the doors in the building.

Old Business: A report has been received from the Energy committee and we hope to get the information from it to be able to ask for bids for insulated window treatments and insulating the floor of the attic. We are still seeking the results of the blower test but may have to proceed without them. Bids will be worked on over the next month.

The doorbell has been installed. We now need to get signs which say "Accessible Entrance. Please ring for assistance." Christa will work on laminating a sign as a short-term solution.

The lift is fully insured for both parts and labor until next September. There is a four-year warranty on all equipment from the manufacturer and a one-year warranty on labor from All-Ways Accessible. We will look at the labor issue again in August of 2010.

New Business: There is a problem with the vacuum and it is too old to get parts. The custodian has had to bring one in from home to do the cleaning. Maureen will check and see if they still have a portable vacuum.

Local artist Michael Driscoll will be the first artist to display his work in the annex. He will also be asked to help develop a plan to display the art works. We hope to then rotate the work of local artists about every two months. Alex will speak with a friend who has displayed work about the type of waiver which should be prepared for each artist. Christa will also seek information about the best way to display the art.

Maureen will contact Christabel/Holly Tomilson regarding the addresses of family members to invite to the formal opening of the annex [date to be determined]. She will then send invitations to those people plus other local dignitaries.

Chris and Claudia both plan to run for re-election. Greg probably will not but has not completely ruled it out.

Christa will devise or purchase a calendar to include information on monthly tasks for the trustees.

Non-Public Session: The trustees met in non-public session under RSA 91A-3. Report of the non-public session: The trustees discussed the financial and policy responsibilities of the librarian and trustees and their relationship with the town.

Adjourned: 8:55 pm.

Next meeting: February 1, 2010.

Respectfully submitted,
Maureen Mann

