

# Philbrick James Library Meeting of the Board of Trustees

October 5, 2009

Present:

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

Commenced: 7:05

Public Comment: None

Secretary's Report: Accepted

Treasurer's Report: The final bill for the handicapped accessible lift has been received. The trustees reviewed the total cost as follows:

*Handicapped Lift:*

\$21,800.00	paid as deposit from encumbered funds
\$12,178.95	to be paid from remaining encumbered funds
<u>\$10,366.05</u>	to be paid from building fund
<b>\$44.345</b>	<b>total cost of lift project</b>

\$5,500 had been previously paid from the encumbered funds for the accessible bathroom and \$521.05 for advertising, etc.

The state safety certificate was received the morning of October 5. Librarian DeCota and Trustees Carr and Libis took a "test drive" and reported back before the unanimous vote to make the final payment.

Librarian's Report:

*Correspondence:* none

*Technology:* none

*Professional Development:* The librarian who had previously planned to attend the CHILIS conference for \$35 had a conflict so received permission to attend the READS conference for \$25 instead.

*Programs:* A program on Afghanistan will be co-sponsored by the Deerfield, Northwood and Nottingham libraries at 7:00 pm at the Blaisdell Library in Nottingham. This is part of the Humanities to Go Program and Deerfield's share of the express is anticipated to be \$25.

*Repairs:*

The door to the accessible bathroom sticks. Greg will handle this problem.

A process for admitting people through the back door to use the lift must be determined as the librarian does not wish to leave the door unlocked. Maureen will look into options and solutions.

The ramp to the back door must be completed. The librarian will speak with the Highway Agent to see if leftover tar from a paving project might be used.

*Old Business:* There were no problems reported from the budget presentation to the BOS on September 21. Some recalculations of line items were required for fuel based on \$2 per gallon.

*New Business:* Kathy, Alex and Maureen will assist the librarian in interviewing applicants for the library assistant program after a rubric has been established to rank their qualifications. The best applicants will be interviewed first. Meanwhile, the librarian will join with the Town Administrator and Fire Chief to conduct the custodian interviews. The librarian will clarify the snow removal is part of the job.

Plans for seeking additional advice for the weatherization project were discussed. There will be a request to encumber the funds. All materials will be gathered by Kathy to present to an advisor who will hopefully be available at the next meeting.

Discussion of issues of auxiliary uses for the annex and naming of annex will be deferred for the moment.

Discussion of a MOU with the BOS will also be deferred.

*Adjourned:* 9:06pm.

Respectfully submitted,  
Maureen Mann