

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

DRAFT minutes – March 11, 2019

Present: Mal Cameron, Janice Clark, Emily Oxnard, Anne Deely, Chris Carr, April Purinton, Linda McNair-Perry, and Library Director Candace Yost.

The meeting was called to order at 7:07 pm.

Citizen Comments: none.

Secretary's Report

The minutes of the February meeting were accepted as written.

Treasurer's Report

End of month bank balances (February 28):

Checking \$33,215.16

Savings \$50,213.73

Some accounts are still coming off automatic payment, but from now on all will go through Pete Lemay at the town. It is all going smoothly. He sends a weekly statement showing what has been withdrawn per line. There may be a monthly report coming as well. Linda explained that the system is that Candace approves each invoice, a trustee then approves it, then the trustee scans it and sends it to Pete. If it is in by Thursday, it will be paid by Tuesday.

Jan moved we accept the treasurer's report, and Emily seconded. All agreed.

Another thing to consider is how to manage and spend the money that we bring in that is kept separate. By RSA we can use the money we bring in for programming, books, magazines. We could combine our accounts moving forward.

Librarian's Report

Programs

- We haven't added any new programs recently. Things have been steady with legos and lapsit, and a few new people to preschool story time.
- A lot of programming decisions depend on tomorrow's vote, as that will determine if we will have a full-time programming assistant.

Technology

- We are still unable to scan. The technician didn't come when he was expected. For now, Candace just goes to the town offices to scan things.
- Candace got more information from Steve Jamele about the web content filters. Chris moved that we remove all filters, and Anne seconded. Jan amended that we also review our internet policy and update it. The motion passed unanimously. We may have had two or three problems (viruses, etc.) many years ago, but none since installing Solid State.

Repairs

- There is an icy lake out front. Candace blocked it off and posted on Facebook that folks should use the back door. Ray said they will work on it when things dry out.

Professional development

- Candace will go to a refresher course at the state library on Ancestry and Heritage Quest on March 22.
- Zeb will attend a Baker and Taylor Teen Reads event. There is usually a guest author and the program showcases new titles.

Old Business

- Voting is tomorrow – we will have to wait and see the results of the vote.
- Volunteer of the year award – nominations are due Wednesday. Celebration will be April 13 at 9 am.

New Business

- MFA Pass: we had an alliance with the Nottingham library where we paid them \$42 so we could share some of their passes, because they didn't use them all. But the MFA says we cannot split with another library like that. It is \$200 for 70 passes, and admission is still \$10/person, and special admission is extra. This seems like still a financial burden for visitors, so we decided not to do it. Maybe we will see if the Rec Department was interested in coordinating with the library. The museum may have a restriction on the number of visitors per day.
- Bedrock Gardens offered a seasonal pass for \$60. It will admit two per day. Anne moved and Jan seconded that we purchase that pass.
- NH Farm Museum has passes – it may be worth looking into.
- SEE Science Center announced that their passes will no longer admit 4 people – it will now just admit 2.
- State Report: due next week. It is basically done; Linda has added her financial information.
- Tricky Tray: Emily volunteered to purchase Gibson's gift cards for Tricky Tray. Anne moved and Emily seconded that we purchase two \$25 gift cards from Gibson's.
- Jan moved that we express our great appreciation to Chris and Linda for their time and work on the board. Chris seconded. Chris has been on for 12 years and Linda for 6.
- If the vote tomorrow does not go through, we will have coverage for Candace's maternity leave, but it will be very thin. Zeb cannot increase his hours because he has another job, and Annie does not want to. They each will be here alone. Candace can ask Zeb to review email and send invoices to the trustees.

Non-Public Session

Emily moved and April seconded a motion enter a non-public session under RSA 91-A:3, II(a). A roll call vote was taken:

Mal Cameron: yes

Anne Deely: yes

April Purinton: yes

Emily Oxnard: yes

Chris Carr: yes

Jan Clark: yes

Linda McNair-Perry: yes

The trustees entered non-public session at 8:44 pm.

We exited non-public session at 9:37 pm. Linda moved to seal the minutes and Jan seconded. By unanimous vote, all agreed.

We agreed to meet again on March 13, which will be after the town vote, to review and hopefully finalize plans for Candace's maternity leave.

Chris moved that we adjourn. Anne seconded. Meeting adjourned at 9:38.

Respectfully submitted,

Anne Deely

Special meeting: Wednesday, March 13 at 7 pm

Next regular meeting: April 8 at 7 pm