

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

DRAFT minutes – April 8, 2019

Present: Mal Cameron, Emily Oxnard, Anne Deely, Sadie Stimmell, April Purinton, Jane Miller, and Library Director Candace Yost.

The meeting was called to order at 7:05 pm.

Citizen Comments: none.

Election of Officers

Mal presented a quarterly budget appropriation report from the town, which shows YTD expenditures. The town is now managing bookkeeping for our regular operating budget. The new treasurer can obtain this report monthly before each meeting.

Anne nominated Emily to be treasurer, and April seconded. All approved. Emily will meet with Linda to receive her files and accompany her to the bank to sign a new signature card. Sadie nominated Mal to be chair and Jane seconded. Jane nominated Anne to be secretary and Sadie seconded. All approved.

Secretary's Report

Emily moved and Jane seconded that we accept the minutes of the March meeting as written.

Treasurer's Report

End of month bank balances (March 31)

Checking \$33,258.91

Savings \$50,215.66

Librarian's Report

Programs

- Summer reading will start July 8 and run through August 18.
- Story time will be at Veasey on Monday afternoons, Tuesdays will be drop in crafts. They will also plan a movie night and other activities. There will be a kick off party with a photo booth and solar prints.
- Lego club is still going well. The story time days have switched days with a little up-tick already in attendance. They are now Mondays and Tuesdays at 11 am.

Technology

- Steve Jamele removed all filters. He mentioned that Solid State is no longer clearing the computers each night. The town is using something called Reboot Restore.
- Copier company came again but we are still unable to scan from the copier. Steve Jamele may have some insight into why it is not working.

Repairs

- The icy lake at the end of the sidewalk has still never been fixed. Jane pointed out that it is really a risk, and someone may get hurt. Perhaps we should send a memorandum of concern to the Board of Selectmen, Ray Ellis, road agent laying out concerns: hearing from patrons about the problem, asking for a plan of action and a time line. Jane agreed to put together a draft of a memo.

Professional development

- Zeb will attend the NHLA conference.
- Zeb and Candace took an online harassment training course required by the town.

Old Business

- 2019 budget: we are on the default budget.
 - We still have to fix the furnace room. Mal called Matt Fisher and left a message to hopefully talk through the library concerns regarding the fire safety. He has not yet heard back from Matt. Jane commented that next year we should submit a warrant article for other needed expenses. Mal would like to get a complete list from Matt so we can move forward on the furnace room using existing funds.
 - We would like to raise the book budget for next year.
 - We did not get the full time employee line.
- Volunteer of the Year award will be given on Saturday, April 13 at 9:30.
- Maternity leave plans: Atlantic Broadband (Metrocast) can't do an Out of Office email. Candace will email pertinent contacts to let them know. Annie and Zeb will be checking Candace's email and Candace will prepare a written statement that they will use for replies.
- April pointed out that we should still think through and possibly revise our personnel policies.

New Business

- Woodman Institute pass is up for renewal. Sadie moved and Jane seconded that we renew the pass.
- Meeting room policy: existing policy does not distinguish between meeting and public event. Candace is not comfortable with an advertised public event held after hours without staff present. We will edit the policy and review next meeting.
- NHLTA membership: we need to make sure all trustees are members.

Anne moved that we adjourn. Sadie seconded. Meeting adjourned at 8:53 pm.

Respectfully submitted,

Anne Deely

Next regular meeting: May 13 at 7 pm