

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

DRAFT minutes – May 13, 2019

Present: Mal Cameron, Emily Oxnard, Anne Deely, Sadie Stimmell, April Purinton, Jane Miller, Jan Clark

The meeting was called to order at 7:06 pm.

Citizen Comments: none.

Secretary's Report

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

Treasurer's Report

End of month bank balances (April 30)

Checking \$33,383.38

Savings \$50,217.79

We received a couple of donations which Emily deposited. Emily has been working with Pete Lemay and working out how to manage the invoices. Pete sends a weekly synopsis of expenditures. We will ask Pete Lemay for a breakdown of the default budget.

Librarian's Report

Anne spoke with Zeb just before our meeting to get a summary of activities at the library. Some of the following is from his report.

Programs

- There has been regular but small attendance at the kids' programs.
- A patron donated a beautiful new art easel for the children's room, which was promptly used by a young visitor.
- Zeb is interested in providing outreach to people who can't get to library – youth and seniors and any others. Maybe the library could be involved with the Little Free Libraries in town (at Bicentennial and Veasey) – perhaps with maps or coordinating content.
- Jane brought up Hoopla and Roku library programs for sharing movies and other media. We investigated Hoopla in the past and determined that it wasn't viable for our library, but it may be worth looking into it again.
- Museum passes: NH Historical Society up for renewal. The pass has had very little use in the last year. We could renew it, but try to build community engagement by promoting differently. Jan moved that we renew the NH Historical Society pass for \$75, and Jane seconded. All were in favor.
- Maybe we could have an open house community outreach night or something to advertise all the things that are available.

Technology

- The public computers had been having a problem connecting to the catalog, but they are now fixed. Zeb determined that they were stuck on an outdated browser.

Professional development

- Zeb attended a conference last week and will write up his notes to share with us. He is excited about lending objects and providing outreach to other communities.

Old Business

- The last couple of weeks were tricky because Annie needed to be out and Candace is still on maternity leave. The trustees coordinated coverage in Candace's and Annie's absence, and hooray! – we did great.
- Candace will return from maternity leave by June 17, but may need to come up with some extra coverage on a few Tuesdays.
- Copier: our scanner still doesn't work. New color copier, service came out twice, were not able to resolve the issue. Emily will call the two companies (copier and service) and get the terms of the lease and a written report of their service visits, and then make them fix it or replace it.
- Mal and April did a walk through last month with Matt Fisher, Ray Ellis, John Dubianski, and Rick Pelletier. They went through the furnace room, but were not concerned with us moving forward. They explained that we have a relatively new furnace. New furnaces have minimal space requirements. We don't need to take the wall down. We just need to add sheetrock. Sprinkler head is not required. Matt was going to check our clearances. The list is not meant to be all done at once. If we are willing to wait, town will take care of it. The grate in the wall would be changed to a fire proof vent. Sprinklers in libraries do damage – they are intended to put out the fire, just allow people time for egress.
- RB Lewis was here on April 17 and updated our alarm systems for fire and security, switched from phone line to cellular. Ray installed a Knox Box on the exterior of the building last year.
- They talked to Ray about the sidewalk drainage issue.
- April will send a thank you note to Matt & Ray, John & Rick, & Mal.

New Business

- April proposed that we have some brainstorming sessions, separate from regular board meetings. We would post the meetings and make public. Create a strategic long term plan. But that would probably require assembling a larger group of stakeholders. Determine the direction of the library. Need some guiding principles under the mission of the library. April will move forward to find a date that works for people.
- Mal & Jan provided copies of handouts they received at a trustee workshop. The role of trustees is to guide and support the director, not tell them what to do.
- Emily moved that we adopt our Volunteer Confidentiality Agreement on a trial basis. Anne seconded. All in favor.

Jan moved that we adjourn. Emily seconded. Meeting adjourned at 9:07 pm.

Respectfully submitted,
Anne Deely

Next regular meeting: June 10 at 7 pm