

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

DRAFT minutes – December 9, 2019

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

The meeting was called to order at 7:08 pm.

Citizen Comments: none.

Secretary's Report

Without objection, the minutes from November were accepted as written.

Treasurer's Report

End of month bank balances:

Checking \$33,088.13

Savings \$50,232.52

We discussed moving funds into an account that would earn more interest. We will incorporate this into our strategic plan. We may meet with someone at the bank to learn what their options are.

Programs:

- Life Downstairs was a big hit – about 75 people attended.
- Ugly sweaters and gingerbread people are due at the end of the week.

Technology:

- Got two new computers for the two front desks. They are so much faster and more efficient!

Repairs:

- Ray is coming tomorrow to replace the doorknob on the upstairs inner door.

Old Business:

- The new water cooler has arrived. Emily will call Pete Lemay tomorrow to arrange for new water to be shipped.
- 2020 budget presentation to the MBC will be tomorrow at 7 pm.
- Icy slushy spot: April forwarded the estimate from AQ Fence. The proposed new fence will match the one at the back of the building, which AQ Fence also installed, and will cost \$1,675 including materials and installation. Sadie moved and Emily seconded that we install the gate for the quoted amount. All approved. Sadie will coordinate with April to get it installed. Sadie will also follow up to see if it can have a locking latch and sign holder.
- Screenagers: we will follow up in January.
- Strategic Planning: Candace reached out to other directors seeking advice about embarking on strategic planning, but no one has responded. She will ask again after the holidays.

New Business:

- Open House Saturday, January 18.
- Zeb gave his notice – his last day will be Tuesday the 17th. We are all sorry to see him go!
- We reviewed the job posting for the library programming assistant. We made a few small changes and were ready for Candace to post it.
- We agreed that it was a good idea to build up a volunteer base for tasks like shelving books.
- Anne let the board know that her term is up this spring, and she will not be running again.

Sadie moved that we adjourn. Jane seconded. Meeting adjourned at 8:28 pm.

Respectfully submitted,
Anne Deely

Next regular meeting: Wednesday, January 13 at 7 pm.
Budget presentation to the MBC: December 10