

Philbrick-James Library
Meeting of the Board of Trustees

DRAFT minutes –July 16, 2018

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

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

Citizen Comments: none

Secretary's Report

Janice moved that the June minutes be accepted as written. Linda seconded and the motion passed.

Treasurer's Report

Bank balances: (middle of the month, rather than first of month, as is typical)

Checking \$31,152.57

Savings \$50,196.88

Librarian's Report

Technology

- The Friends group purchased a laminator and a projector for the library.
- Karen spoke with Bobby Schlosser at the state about the annual license and confirmed the annual movie license will be \$340. The state library is part of a consortium to purchase the license. Jan moved and Emily seconded that we approve up to \$400 for the Park Street Foundation to purchase the license. The motion passed.
- The Trustees once again are very grateful to the Friends for their generosity!

Programs

- The NH Children's Museum provided a science-based program for kids at the George B. White building today. This event was sponsored by the Friends of the Library. 45 children attended.
- The Humanities-to-Go Lighthouse Program will be at the old Town Hall on Friday evening.
- The Summer Reading program has almost 100 kids, 15 teens, and 20 adults signed up!
- Caitlyn is reading at Veasey on Friday afternoons; last week she had about 15 kids.

Professional Development

- Karen would like to subscribe to the Library Journal, which is \$160/year. Linda moved and Jan seconded that we approve this. The motion passed.
- Jan brought to our attention that Terry Knowles is retiring from the Charitable Trusts Unit of the state Attorney General's office. She had provided training on RSAs and legal issues for library trustees. Following her retirement, the NH Municipal Association can be a resource to the trustees on these issues.

Repairs

- The leaded windows have been repaired and successfully re-installed.

- An estimate came in for installing carpet squares in the lower entry and the upstairs gallery areas. The cost would be \$1,200.00. The Trustees felt that installing carpet in the entry way might not be the best solution for durability or accessibility, and decided to review alternatives, such as simply replacing the few damaged tiles.

Old Business

- The framing of the architect's rendering is complete.
- The new hours started July 1, and they have been well-received.

New Business

- Karen has invoices for memberships to the Seacoast Science Center (\$100) and Strawberry Banke (\$250). Last year 10 families used the Seacoast pass, and 15 used Strawberry Banke. Anne moved and Jan seconded that we renew these memberships. The motion passed.
- We need a new OPEN flag and flag pole for it. Karen will contact Kevin MacDonald to see if he can construct or re-work the current flag pole mount. We will try to find a more durable flag.
- The Communicator is being re-started. This will be another avenue for us to communicate with the town.
- The state fire marshall inspected the library for the first time in many years. The Fire Marshall was concerned about several issues at the library.
 - Every closet door needs a "Not Exit" sign. (done)
 - The meeting room cannot be used by the public – it must be closed or used for storage as there is only one exit. Some of the collection could be designated "basement copy" and staff could retrieve it as needed.
 - Every exit or door, even in the attic, needs a fire pull, which requires an electrician.
 - The furnace room needs fire-rated sheet rock and a sprinkler.
 - There needs to be a sensory light in the lift and the bathroom that would go on in case of fire.

We may talk to an architect about our response to these items.

- Jan updated us on issues Epping is dealing with. That town passed an expansion of the library -- \$600,000 for 3,500 square foot addition. The library director felt the plan was irresponsible as it lacked an architect's or general contractor's input, and she resigned.

Budget

- Karen prepared an initial draft for the 2019 budget. It was difficult to determine numbers for the Safety Compliance and Maintenance and Repair lines without yet receiving the full fire marshall's report. We estimated potentially needing \$35,000 to address the issues.
- We will continue discussion of the budget at the August meeting (in just 3 weeks).

Chris moved and Jan seconded that we adjourn. Meeting adjourned at 9:06 pm.

Respectfully submitted,

Anne Deely

Next meeting: August 6 at 7 pm