

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

DRAFT minutes – September 10, 2018

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

The meeting was called to order at 7:12 pm.

Citizen Comments: none

Secretary's Report

In the August draft minutes, it should read that the minutes of the JULY meeting were approved as written. That change was made.

Linda moved that the August minutes be accepted as amended. Jan seconded and the motion passed.

Treasurer's Report

Bank balances:

 Checking \$28,007.35

 Savings \$50,198.95

Search Committee

- Anne gave an update on the search committee's progress. Joan Bilodeau and Sarah Kjendal have both agreed to serve on the committee. The director position was posted on the NH state library job line, as well as the job lines for the state libraries in Maine and Vermont, Simmons College, and Indeed. A few applications have already been received and the committee hopes to begin interviews by the end of the month. The board expressed again how sorry they are that Karen must leave.
- Karen reported that Caitlyn will be able to stay on until 10/15 before starting her new job at UNH.

Librarian's Report

Technology

- Karen got a quote to lease a new copier. We will be trading in our existing copier. For 48 months, it will be \$32/month (\$384/year). Chris moved and Linda seconded that we approve the lease. It was approved unanimously. It will go under the Contracts line in the budget.

Programs

- Margo Burns will be at the Town Hall on November 2 at 7 pm to talk about New England witches through Humanities to Go.

Repairs

- Karen picked out a color for the carpet squares. The installation should occur in the next couple of weeks.

Old Business

- **Budget:** Andy Robertson (Board of Selectmen) agreed to come to our 10/1 meeting to talk about budgeting for repairs and maintenance at the library. We also discussed adding funds for on-call IT support to the budget. In the past we have used town services for IT support and building and grounds maintenance. We decided to put \$4,000 for on-call services (plumber, computer technician, etc.) (estimating 50 hours at \$80/hr), which should cover support whether we hire someone externally, or use town services.
- **Fire Safety:** We continued to discuss the potential work needed to do to address fire safety. We could hire a Fire Protection Engineer (who is also a volunteer firefighter) for \$4,000 to provide an Independent Fire Code Review. He would be able to provide priorities and a (possibly multi-year) plan for implementation. We added funds to the budget to cover this under Safety Compliance. We won't engage him until after we have received the report from the fire department's assessment.
- **Tutoring:** We reviewed our Meeting Room Policy (adopted May 4, 2015), and agreed with it. It states that any event held at the library must be free and open to the public, and that it is not available to commercial enterprises or for the sale of goods or services.

New Business

- Karen will try to find a replacement for Caitlyn.

Chris moved and Emily seconded that we adjourn. Meeting adjourned at 8:47 pm.

Respectfully submitted,

Anne Deely

Next meeting: October 1 at 7 pm