

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

DRAFT minutes – November 5, 2018

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

The meeting was called to order at 7:04 pm.

Citizen Comments: none

Secretary's Report

The minutes of the October meeting were accepted without change.

Treasurer's Report

Bank balances:

Checking \$31,431.23

Savings \$50,201.08

Welcome to Candace!

- The board happily welcomed Candace as the library's new director. Candace and the Trustees signed the director's employment contract.

Librarian's Report

Programs

- Programs won't start up again until after Thanksgiving, to give Candace a couple of weeks to get her feet under her. It is also tricky to hold the programs now because we are still looking to fill the programming assistant position. With that position empty, there is no one to staff the circulation desk while the programs are underway.
- Candace set times for the young kids' programs: Wednesday at 10:30 for Baby Lapsit, Thursday at 10:30 for Preschool Story Time.
- Candace will get word out about knitting and senior games; they can start any time.
- Legos and Teen Advisory Board will start after the new year.
- Received a resume for the open position. Candace will reach out to this person. She would like to re-advertise the position as well, and perhaps include the language that the position has the potential to be full time in the future.
- Will be closed Monday, November 12 for Veteran's Day.
- Before Thanksgiving, close at 5 pm on Wednesday and remain closed Thursday and Friday.

Technology

- Talked about possibly having an answering machine or VM to announce if library is closed. The answering machine would have to be set to not allow messages.

Repairs

- Mal sent out a list received from the Fire Marshal of Desirable Improvements for Fire Alarm System and Desirable Improvements for Emergency Lighting. It is mostly for alarms and enunciation, with an anticipated approximate cost of \$11,000. (List is attached.)

Professional Development

- Candace missed most of the fall conferences but will sign up for memberships (such as NHLA) now.

Old Business

Budget

We made our presentation to the BOS on October 22. They were friendly and receptive to our budget. We discussed the fire marshal's list and whether we wanted to add items from it to the budget or have a warrant article. Some repairs we expected, namely installing sheet rock in the furnace room, are not on the list. The town BOS stated that the town would be prioritizing safety issues. Perhaps library safety would fall under that. If not, we could consider a warrant article. We will make the decision at our next meeting, December 3, which will immediately precede our MBC meeting on December 4.

Library Assistant

For now, it is anticipated that the Programming Assistant's hours will be Mondays, Tuesdays, and Saturdays, but will need to be flexible.

New Business

- Linda's term will end this spring, so we should think about finding a new treasurer.
- New copier arrived. Works great, makes beautiful color copies, \$0.20 each for the public.
- Pie sale sign up is available.
- For a future program, could do a raptor program – On the Wing. Friends would pay for it.

Chris moved and Jan seconded that we adjourn. Meeting adjourned at 8:25 pm.

Respectfully submitted,

Anne Deely

Next meeting: December 3 at 7 pm

11,000,000

Deerfield Library

Desirable improvements for fire alarm system

Upgrade single zone FACP to 50 point addressable FACP
Convert all points on existing zone to addressable devices
Add H/S in 1st floor children's room
Add H/S in attic
Add S/O in 1st floor office area
Add H/S in 1st floor book room
Add H/S in basement left side
Add H/S in basement right side
Add H/S in basement rear exit hallway
Add S/O in basement men's room
Add S/O in basement women's room
Add P/S in 1st floor main entrance area
Add P/S at top of attic stairs
Add Heat in 1st floor storage in children's room
Add Heat in 1st floor small office closet
Add Heat in 1st book room closet
Add P/S Top of stairs to basement
Add Smoke in basement electrical closet
Add 3 Heats in 3 basement closets
Add Heat in basement furnace room
Add CO in basement furnace room

**Note – No access to attic side closet which may require additional devices.

Desirable improvements for emergency lighting

Add 1 EBU in basement men's room
Add 1 EBU in basement women's room
Add 1 Exit/EBU in stair well
Add 1 Exit/EBU combo in basement left side
Add 1 Exit/EBU in 1st floor children's room
Add 1 Exit/EBU in 1st floor book room