

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

DRAFT minutes – June 4, 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 7:06 pm.

Citizen Comments: none

Secretary's Report

Janice moved that the May minutes be accepted as written. Emily seconded and the motion passed.

Treasurer's Report

May balances:

Checking \$30,779.46

Savings \$50,547.67

We discussed the current budget and expenditures and how to ensure that we do not over-expend in the future. Some difficulty has come from a one-time need to replace many books. Also, the billing from one of the major book sources was delayed several months, so we are only now receiving invoices for purchases made last fiscal year.

Librarian's Report

Correspondence

- Girl scouts are collecting used books for the homeless shelters. They placed a book collection box upstairs.

Technology

- Karen wants to upgrade the computers to Windows 10 (from Windows 7). Janice moved that we upgrade all remaining computers in the library to Windows 10, for up to \$100. Anne seconded, and the motion passed.
- Karen has been working on the new website at Wordpress.com. She is at a standstill until she finds a host. Will probably go with Bluehost, which has contracts of \$89/1 year; \$166/2 years; or \$196/3 years. Janice moved that we approve moving our domain to Bluehost for a one year contract. Linda seconded and the motion passed. If we are satisfied with their service, we may budget for a multi-year contract in the future.
- Karen is interested in purchasing a laminator to laminate the emergency signs and other items. Jan pointed out that patrons may be interested in using it for a fee, and it could be another service the library offers.
- Karen is interested in purchasing a projector and license to view movies. The projector set up (with projector and stand) is about \$350, and the license for a good catalog of movies is

\$340/year. We agreed to ask the Friends group if they might be interested in purchasing the projector and/or laminator.

Programs

- There will be a bubble party on June 22.
- July 13th will be the Open Mic Night, hopefully at the gazebo.
- July 15 at 2 pm will be the Children's Museum of NH program.
- The Humanities to Go program on New England Lighthouses will be on Friday, July 20 at 6 pm. We discussed ways of getting the word out via signs and flyers.
- Caitlin will present to DCS tomorrow about summer reading.
- The summer book club is started and will be held the last Thursday of each month through the summer.

Repairs

- Tom Driscoll from Sash and Solder will be here tomorrow (June 5) to take out the windows and put plywood in their place.

Old Business

- We got the final quote from Mike Driscoll for digitizing and framing the architect's rendering. The total quote is \$350. Linda moved that we pay that out of savings account, which is where the Trust Funds money is housed. Jan seconded and the motion passed.

New Business

- Linda has offered to write up a procedure for reimbursements for the town audit.
- Kathy Hanson's student exhibit will be up in the gallery.
- Denny Grieg just sent a safety inspection check list (for example for first aid kit, personal protective equipment (PPE), record retention, tape on steps). Trustees were concerned that permanent alteration NOT be made to the historic steps, which we recently had restored. Jan moved that we authorize Karen to spend up to \$125 on a first aid/PPE kit. Linda seconded and the motion passed.
- We had a fire inspection, which identified a few things we need to add, change, or fix: fire pulls, height of extinguishers, fire drill.
- Karen is talking to a musician for the fall Humanities to Go program.

Chris moved and Emily seconded that we adjourn. Meeting adjourned at 8:36 pm

Respectfully submitted,

Anne Deely

Next meeting: July 16 at 7 pm