

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**DRAFT minutes – August 12, 2019**

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

The meeting was called to order at 7:07 pm.

**Citizen Comments:** none.

**Secretary's Report**

Emily moved and Jane seconded that we accept the minutes of the July meeting as written. All accepted.

**Treasurer's Report**

End of month bank balances:

Checking \$33,482.13  
Savings \$50,221.99

Emily purchased more checks.

**Programs:**

- Summer reading will be concluding next Monday, August 19, all day. There will be raffles, photo booth, crafts, snacks, etc.
- Candace's goal had been to sign up 100 people for summer reading; in total, 198 people signed up!
- We will try game night again in the fall, as people were probably busy and away in July.
- Teen Advisory Board (TAB) will start up again in the fall.
- Lego club may move to every week.

**Repairs:**

- Furnace room is done! Matt Fisher assured Mal that that what was completed (sheetrock, new vent) is all we need to do this year.

**Professional Development:**

- Candace is going to the Young Adult Library Services conference next month in Concord. Zeb can't go, but Candace knows that she will get a lot out of it. M.T. Anderson will be speaking.
- She is also going to a library management seminar in Hampton in October.

**Old Business:**

- We can cancel Ready Refresh, the water service, at any time. We can use the Crystal Hills service that the town uses. Water would be delivered to the G.B. White building, and Pete volunteered to bring it here. Anne moved and Sadie seconded that we switch to Crystal Hills and purchase our own bubbler.

## **2020 Budget:**

- Candace sent John our preliminary draft budget, then met with John today to talk through the budget process. We will present to the BOS on October 21. He would like to receive a nearly final budget within the next two weeks.
- Candace shared data about wages and salaries at nearby NH libraries.
- Sadie moved and Anne seconded that we raise the wage of the Technical Assistant to \$15.28/hr.
- Candace reached out to neighboring libraries that have requested warrant articles and shared the language they used.
- Sadie moved that we put forth a warrant article requesting a children's librarian at a salary of \$35,000. We will work with John to make sure the language in the article is appropriate, but it would probably be something along the lines of: To see if the town will raise and appropriate the sum of \$35,000 for the salary of a full-time children's librarian at the Philbrick-James Library.

## **New Business:**

- Maureen Mann donated a sound system.
- A new downloadable book contract has been proposed for the state. Deerfield's rate would increase by \$300/year. That would give us access to more titles and more holds. This is a contract between the libraries in the state and Overdrive. The state's libraries will vote, and Candace will keep us posted on the result.
- Anne moved and Jan seconded that we buy two new desk chairs for staff. All approved.

## **Non-public Session:**

Candace left and went home. Jane moved that we enter non-public session under RSA 91-A:3, II (a) and Emily seconded. A roll call vote was taken:

Mal Cameron: yes

Sadie Stimmel: yes

Emily Oxnard: yes

Anne Deely: yes

Jane Miller: yes

The trustees entered non-public session at 8:43 pm. We exited non-public session at 9:12 pm.

Jane moved that we adjourn. Emily seconded. Meeting adjourned at 9:12 pm.

Respectfully submitted,

Anne Deely

Next special meeting: Monday, August 12, 2019, 7 pm

Next regular meeting: September 9, 2019, 7 pm