

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**March 4, 2013**

Present: Joan Bilodeau, Eve Hazen, Chris Carr, Claudia Libis, Sandra Yacopucci, Dee Jones, Mal Cameron, and librarian Evelyn DeCota

Meeting called to order: 7:15 PM

Secretary's Report: Accepted

Treasurer's Report: Checking Account: \$42,846.17

Savings Account: \$39,517, 21

Auditor's report has been filed

Report accepted

Correspondence: Spring Conference flyer received by all members; \$65 fee.

Mal will attend.

- Rebecca Hutchinson, on the ballot for selectman, is contacting all department heads about their specific needs and concerns. Evelyn listed the library's need for: (1) two staff personnel at the library at all times (2) space (3) automation.
- Town report filed
- State library report in process; due date April 12

Technology:

- Town is getting a new website; library website is updated by town IT tech. when notified by Evelyn
- Computer table: search for used table has been futile. A new table will be ordered with the additional cost including shipping to be paid for by the Trustees. Motion was proposed and passed. Approximate cost to trustees: \$250. Chris will coordinate the shipping process.

Programs:

- Cabin Fever Reliever Faire – Saturday, March 16
- Volunteer of the Year Award – Saturday, April 13 at 10 AM
- Wellness Fair/Town-wide Clean up – Saturday, April 20 at Deerfield Community Church

Old Business:

- Bulletin board is up thanks to Eve for the purchase and to Mike Driscoll for the installation with the help of a library patron, who may have been recruited as library maintenance man (another thanks to Mike Driscoll).
- Maintenance update: No hire on last applicant after background check. (See above) Mark Tibbetts and Evelyn are discussing increasing the hourly salary to \$12 an hour, which should help in securing a hire. Trustees are willing to supplement the library's portion, but need to find a legal way to do so, since the funds for this come from the employee's line on the budget, a town responsibility. Evelyn will research possibilities.
- Front stairs update: No bids will be taken until after snow is gone. Library trustees will have input.

New Business:

- Safety inspection postponed, rescheduled for this week. Major issues: ice and snow in the lower parking lot – the need for more sand there; puddle/ice at the front street entrance sidewalk
- Memorandum of understanding: Evelyn gave out sample copies from Lyme Town Library for discussion at next meeting. This may or may not be necessary since the relationship between the town and the library has been amiable and mutually supportive.
- Humanities to Go program: “Putting Human Faces on the Textile Industry” by Robert Perreault, Thursday, August 22, 7 PM; location to be determined.

The board extended special thanks and appreciation to Eve Hazen and Claudia Libis whose terms end this year. Their enthusiasm and service will be missed.

Meeting adjourned: 8:25 PM

Respectfully submitted,

Dee Jones

Next meeting: April 1, 2013