

Philbrick-James Library
Meeting of the Board of Trustees
June 3, 2013

Present: Joan Bilodeau, Mal Cameron, Christine Johnson, Chris Carr, Sandra Yacopucci, Linda Perry and Librarian Evelyn DeCota

Meeting called to order at 7:08 pm.

Secretary's Report: Old minutes accepted with one correction. Mal was present at the May meeting.

Treasurers Report: - \$43,220.13 in checking account
Linda has been going through the old spreadsheet and is almost done balancing the checkbook. She has a few numbers that need clarification.

Joan will present the bill from AQ Fence once the contractor has finished the last part of the project. Joan will mail the bill to Linda once she has the full amount. Report accepted.

Librarian's Report:

Correspondence - Thank you for our tricky tray donation received from the school.

Fisher cats TD Bank promotion. If kids read ten books, they get \$10 in their TD Bank account and tickets to a Fisher Cats game.

Programs - Summer reading program kickoff coming up. Sandra and Evelyn have been decorating and preparing the crafts. They are making a watering can with raindrops. Each child will have their name on a raindrop.

Evelyn attended the NHLA spring conference in Hooksett. Space planning and eresources were covered at the meeting. The information on downloadable books was very helpful to Evelyn.

Also a writer talked about marketing for libraries to sell their services.

Repairs. – Interior and exterior maintenance has improved a lot of late. John has been doing a great job.

Eve Hazen put plants in the library planters on either side of the steps.

NHTLA Conference: Mal attended the recent conference. The keynote speaker talked about 501c 4 for libraries. Chartered to support local library ballot measures. 37 percent of voters say they will support libraries. Discussed ways to ask for library support from voters.

Tips from the speaker: Have respect for local officials and keep them informed of what is going on. Get everyone on the same page. Call legislators at home but don't use mass emails (those are ignored).

Another talk was about evaluating an old building for repairs. An architect from a Portsmouth firm was the architect/ speaker. Improving the building envelope is the best way to add improvements.

The trustees thank Mal for attending and reporting back to us what he learned.

Friendship Garden update from Joan. Birdhouse is in place. The new gate has been installed. Red honeysuckle has been planted. We want to put a plaque on the gate in memory of Elsie.

There will also be a plaque on the birdhouse in memory of Alex. Final wording for both to be determined.

New patron table was delivered . New patron computers will be installed this month. Cables will be organized.

Old Business front entry update

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Site walk is Thursday, June 6 at 10 am for contractors who want to bid on the front entry repair. Only attendees can bid on the repair.

Alex Cote will be on hand to answer questions from the contractors. Bids will be opened on Monday, June 24 at 8:30 am.

Trustees will review the bids on June 24. We will not meet on July 1. We will pick the top three contingent on references. Awarding of bids will be announced on July 1 at the selectmen's meeting.

New Business: Evelyn needs a check for \$250 made out to the town of Deerfield for the new website.

Capital improvement plan discussion – improvements that cost more than \$20,000 per project. To be completed in the next 10 years.

Driveway work would be included in this
Masonry work, and repointing the bricks would also be included
Retaining walls

Budget discussion

Part time maintenance line - may increase pay rate from \$10.40 to \$12.00 an hour. Wage adjustment for the increase of duties - scheduling furnace servicing etc.

Joan will attend the friends meeting on Thursday, June 6. She will get feedback on the Friendship Garden.

Memorandum of understanding- Joan spoke with Leslie Boswak and she suggested we have an informal discussion with the selectmen.

Meeting adjourned at 8:43 pm.

Respectfully submitted,

Chris Carr

Next Meeting: June 24, 2013 at 7 pm.