

**Philbrick-James Library
Meeting of the Board of Trustees
April 7, 2014**

Present: Mal Cameron, Chris Carr, Maureen Mann, Linda McNair-Perry, Anne Deely, Janice Clark, Dana van der Bijl, and librarian Evelyn DeCota

Meeting called to order at 7:04 pm.

New officers were appointed. Mal Cameron will serve as Chair and Dana van der Bijl will serve as Secretary. Linda McNair-Perry will continue as Treasurer.

Secretary's Report

Evelyn DeCota updated the board contact list. Minutes from the last meeting were approved.

Treasurer's Report

Checking: \$25,263.17 **Savings:** \$58,881.32

Checks from Philbrick Fund #1, Philbrick Fund #2, Cross-Sanborn Fund, WRC Room, and the Bill Sanborn fund totaling **\$326.43** were received, as well as a missing check from 2013 in the amount of \$91.23. The total additional revenue is **\$417.66**.

Going forward, there will be a quarterly disbursement of **\$5,437.50** from the town budget deposited into the checking account.

The audit has been completed.

Librarian's Report

The NH Library Trustees Association (**NHLTA**) will charge \$30 per member. Trustees approved spending the \$210 from the Professional Development fund to enroll all seven members.

Two passes are up for renewal - The American Independence Museum in Exeter (\$50) and the Museum of New Hampshire History in Concord (\$60). The board voted to approve the renewal of both passes.

Evelyn DeCota will be on **vacation** between April 17th and April 25th. She will be back on duty for the Wellness Fair on the 26th. She will be checking her email whenever possible.

A list of the current passes was reviewed. Library patrons are offered passes to The Currier Museum of Art, Museum of New Hampshire History, Seacoast Science Center, McAuliffe-Shepard Discovery Center, SEE Science Center, Boston Museum of Fine Arts, Strawberry Banke, American Independence Museum, the Children's Museum of

New Hampshire, and the Millyard Museum. These passes are listed on the library's website and in each *Communicator*.

Technology Report

Chris Carr reported that Microsoft is no longer supporting Windows XP. It will cost \$12 to upgrade each computer to Windows 7. There are six computers (two for staff use and four for public access).

The router, modem, and all cables have been replaced at a total cost of approximately \$170. This fixed the problem of intermittent Internet access.

Programs

Evelyn DeCota discussed the **Friendship Garden** project. It is a joint effort between the Friends of the Library and the Deerfield Garden Club. A bench honoring Suzie Sherburne, a birdhouse honoring Alex Draper, and a fence honoring Elsie Brown have been installed. Additional landscaping will be completed in time for the centennial celebration.

Town Cleanup starts at 9 am on April 26th at Deerfield Community Church. The library has a table at the Wellness Fair. Evelyn DeCota will be there. Lunch at town hall begins at 11:30 am.

Professional Development

The **NHLTA trustee orientation** on April 29th filled up quickly. Dana van der Bijl is registered and will attend. Other new trustees will attend the next session (to be announced).

May 5th is the deadline for the **2014 NHLTA Spring Conference**. The cost is \$65 per person. Mal Cameron and Janice Clark will attend.

Repairs

The **back door** is old, poorly insulated, and needs weather stripping. The board discussed the possibility of adding a new door with a window so library staff can see who is outside. A security camera and/or buzzer system was also discussed. Chris Carr will call Paul Asselin to request an itemized quotation for the camera and buzzer options. He will also contact Solid Rock about a new door.

The **lighting project** was included in the original 2014 budget, but since we are working with a default budget, the line item for lighting/safety compliance was removed. We can proceed if we use money from elsewhere in the budget. Two exterior lights are needed, as the brick sidewalk by the hedges is poorly lit. Ken Rousselle quoted \$900 for two lights. Mal Cameron will contact Joan Bilodeau (who originally met with the contractor) for more details. He will also look into lighting for the back door.

Old Business

Bid process for building repairs was reviewed. Copies of the bid proposal form were distributed. Evelyn DeCota will e-mail color copies to board members upon request.

Linda McNair-Perry explained that the **retaining wall** must be designed to code by an engineer. The town offered to have the Town Engineer do this at their expense.

The **chimney** is being held together by gravity. There is a risk of the bricks falling onto the slate roof and causing further damage. There is an encumbrance of **\$6,537** from the town to cover the chimney, but the library is responsible for foundation repair and the retaining walls. Bids are due by May 5th.

Anne Deely will contact Mike Momeny of Wesfield Construction to ask if he will honor his initial quote of \$6,537. If Wesfield is willing to repair the chimney for up to \$7,500 we will hire them and remove the chimney work from the bidding proposal form. Wesfield will also be encouraged to bid on the other repair items. Anne will ask for an answer by Friday, April 11th and specify that all work must be completed by July 14, 2014. Once an answer is received, Linda McNair-Perry will finalize the bid proposal form and post it.

New Business

The **2014 Volunteer of the Year Award** will be awarded by the Friends of the Library on Saturday, April 12th at 10:00 am.

Maureen Mann informed the board that **Roger Yacopucci** (husband of former board member Sandra Yacopucci) has passed away.

The **Centennial Celebration** will be held on August 16th - Old Home Day. The official building dedication date was 7/28/1914. All repairs to the library building should be complete prior to the celebration. Joe Manzi of Parks and Recreation Department was contacted, and we requested that activities are planned around celebration at the library. There will be a 5K "Book It" race in honor of the library. Parade participation and a potential float were discussed.

Mel Graykin is writing an **article** for *The Communicator* about the Philbrick-James connection to the library.

Meeting adjourned at 8:54.

Next meeting will be Monday, May 5th.

Respectfully submitted by Dana van der Bijl