

**Philbrick-James Library
Meeting of the Board of Trustees
May 5, 2014**

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

Guest: Joan Bilodeau (463-5560)

Meeting called to order at 7:00 pm.

Joan Bilodeau - The Board of Trustees is sponsoring a **NH Humanities Council presentation** (Eleanor Roosevelt) on June 8 at 2:00 pm at Town Hall.

Publicity was discussed and duties were divided. Joan has sent an article in to *The Communicator*. She will provide a flyer to be distributed at the May NHHC presentation and in certain locations around town.

Dana will write an article for *The Forum* and write a press release for others to use. Evelyn will cover the libraries. Joan will cover Deerfield locations. Jan will cover Post Offices, Candia, and Epsom. Anne will cover Northwood, Nottingham, Raymond, and also contact *The Hippo*.

Maureen will ask Bob Mann if he will handle the sound equipment for the event. The performer has requested a lapel microphone. Pastor Carol or Deb Boisvert may be able to lend us one.

Chairs need to be set up an hour before (1:00 pm). Joan will put a star on the bathroom to make it a dressing room and will meet with the performer 45 minutes prior to show time. The performer will need 30 minutes for her warm up and sound check. She needs a lectern, an American flag, a small table, and a glass of water.

Refreshments: Maureen will provide paper cups and napkins. Mal will make punch. Evelyn will lend us her punch bowl. All BOT members will bring finger foods.

Evelyn is ready with the post-performance evaluation forms.

Friendship Garden Update: There is a plaque on order for the stone. There is a peace pole coming soon. The firemen burned brush, which made a big difference.

Joan left the meeting at 7:24 pm

Secretary's Report

The minutes from the April meeting were accepted with one change. The last sentence of the first paragraph under Repairs should be "we will" instead of "he will."

Treasurer's Report

Checking: \$ 29,289.35 **Savings:** \$58,883.82

Librarian's Report

Evelyn received a copy of *Trustee Times*, a new publication for trustees. The group discussed the publication and decided not to subscribe.

Technology Report

Chris Carr reported that we are signed up with Tech Soup. Once they have verified our qualifications, the library can download the files needed to upgrade each computer to Windows 7.

Programs

The Wellness Fair on April 26 was not very well attended due to bad weather.

Joan Bilodeau was named the **Library Volunteer of the Year** for 2014.

Summer Reading Program – Fizz Boom Read. The kickoff program presentation will cost approximately \$200. The BOT voted to pay up to \$110 of the cost if the Friends of the Library will contribute the other half. Evelyn will speak to the Friends of the Library.

Professional Development

The Charitable Trusts Unit is holding a seminar on June 4 in Concord at the Holiday Inn from 1:00-4:00 pm. Janice Clark will attend. We ordered 5 CD's, 2 handouts, and 2 printed handbooks.

Mal and Janice are attending the **NHLTA Spring Conference**.

Repairs

The library needs a **new door** - waterproof with a chime and a window. A security camera is not needed at this time and can be added later if necessary. Paul Asselin will put in the chime, but we need a quote on a new door. Chris Carr will call him and discuss the options.

Lighting project – Mal spoke with Joan Bilodeau for more details. She said it cost \$900 because the wiring must go underground through conduit. The Board voted to approve up to \$2,000 for this project. Mal will call Ken Rousselle (463-9033) and have the work started.

Old Business

LCHIP Grant for repair work – Mal spoke to Amy Dixon and asked if we could apply

again after the work has already been done. We can apply for reimbursement of up to 50%, but the chances of approval are slim. The only requirements are information session attendance (Mal attended) and resubmission of the original paperwork. We need to specify that we will be using a company who has experience in historical building repairs and restorations. Board consensus is that it will probably be a waste of time and we will not pursue it.

New Business

Anne Deely spoke with **Mike Momeny** from **Wesfield Construction**, who said he would perform the chimney repair for the price previously quoted.

E. Guimond Construction of Bow, NH bid **\$15,453 for the retaining wall** and **\$17,986 for the brick and cast stone masonry** wall repairs. This totals **\$33,439**, in excess of the allocated funds of \$25,000. It was the only bid received. At the Board of Selectmen meeting on May 5, we were instructed that we could either reject or accept the bid and notify the BOS of our decision.

Anne will contact **Dana Gourley**, the **mason** subcontracted by **Wesfield Construction** to perform last year's front entry repair.

Anne will also contact references for **E. Guimond**. Anne will speak with Michael Wright, town administrator, to obtain information on a job done by Guimond here in town. Anne will also contact references for E. Guimond.

Evelyn will give Anne the list of references provided by E. Guimond Construction. Maureen will check into the work done on the Legislative Office Building.

The **Board of Selectmen is meeting at 3:00 pm on Wednesday, May 7th**. It would be ideal if we can present them with our findings at this meeting. Otherwise, we need to notify them by Thursday in order to be put on the agenda on Monday (their next meeting). Janice and Mal can be available for the Wednesday meeting if needed.

The **Centennial Celebration** is being pieced together. Mal will attend the next meeting of the Recreation Department to discuss how they will be contributing.

Meeting adjourned at 8:36 pm.

Next meeting will be June 2nd at 7:00 pm.

Respectfully submitted by Dana van der Bijl