

**Philbrick-James Library
Meeting of the Board of Trustees
June 2, 2014**

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

Absent: Linda McNair-Perry (sent Treasurer's Report).

Meeting called to order at 7:07 pm.

Secretary's Report

The minutes from the May 5th meeting were accepted. The minutes from the Selectmen's Meeting on May 19th (submitted by Evelyn DeCota) were also accepted.

Treasurer's Report

Checking: \$27,647.91 **Savings:** \$58,881.32

Librarian's Report

Technology

We have been approved for Tech Soup and are ready for Chris and Jill Carr to implement the **upgrade from Windows XP to Windows 7**.

Programs

Summer Reading Program – Fizz Boom Read. The kick-off program (Wednesday, June 25th at 6:30 pm) will be **The Science of Chocolate**. It will celebrate the July opening of the World of Chocolate exhibit at the Mariposa Museum in Peterborough. There will be a chocolate making demonstration, crafts, historical information, and tasting. The total cost of the program including travel is \$153.50 (\$76.75 to be paid by the Trustees and \$76.75 to be paid by the Friends of the Library).

Professional Development

Anne, Dana and Janice are going to the **NHLTA Trustee Orientation** on the June 11th.

NHLTA Conference – Mal and Janice each attended three sessions. Mal attended one regarding RSAs (what constitutes a meeting, etc.). There was another about working with groups, and getting people involved. The third session was about running successful meetings. Mal got the impression that we are on track, and that we have an excellent working relationship with our Friends of the Library.

Janice attended a session about warrant articles and the importance of being in tune with the town. The second session pertained to fundraising resources for libraries.

The third session was a case study about a library group in Newington that used a warrant article to get a new library instead of repairing the old one.

Repairs

New Door - Linda recommended **Dave Chaput** from **Solid Rock Builders**. Chris Carr will get in touch with him for an estimate on a new door with a window. Chris did some research on chimes and said it should be easy enough for us to do without a contractor. If the chime is more complicated than expected, Chris will contact **Paul Asselin**.

Lighting – **Ken Rousselle** told Mal that we should purchase our own 8' pole and lighting fixtures and that he will install them. Mal brought photos of options. Maureen is going to pass the information on to Bob and see if there are sturdier options. The **labor quote** was \$860 for the front and \$408 for the back (**\$1268 total**). Mal will discuss the options with Ken and move forward with the repairs.

Old Business

Exterior Building Repair: We are still waiting for **Steve Duffley** (of Duffley Development Corporation in Manchester) to send an estimate. Linda was trying to coordinate a meeting between Duffley and town engineer **Steve Keach**. Town administrator **Michael Wright** and at least one member of the BOT should be present. Mal will call the various parties and try to arrange a meeting.

NH Humanities Program about Eleanor Roosevelt is **Sunday, June 8**. We should be there at 1:00 pm to set up chairs, etc. The board was reminded to bring their assigned refreshments/supplies. Bob Mann will take care of sound. We still need a lapel microphone. Evelyn will check with Joan Bilodeau.

New Business

Old Home Day – Mal will speak with the Recreation Department regarding the theme and the possibility of a parade float.

Book Drop – Evelyn received an offer for 50% off of a refurbished M810 model from American Book Returns. \$1172 would be the total. It was agreed that she should investigate if there are any options that will allow for a riser to keep it off the ground.

Eagle Scout Project – Mac Lubold (age 17) approached Evelyn about building a bridge to the gazebo. All agreed that it is a wonderful idea.

Meeting adjourned at 8:24 pm.

Next meeting will be July 7 at 7:00 pm.

Respectfully submitted by Dana van der Bijl