

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

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

**Absent:** Janice Clark, Maureen Mann

**Meeting called to order at 7:05 pm.**

**Secretary's Report**

The meeting minutes from the last meeting were unanimously accepted.

**Treasurer's Report**

**Checking:** \$26,609.52     **Savings:** \$59,216.02

**Librarian's Report**

We received a **letter of thanks from FOCUS** for our Tricky Tray donation.

Evelyn received a thank you for going the extra mile when helping a patron with a genealogy project.

We owe **Mike Driscoll \$110** for the **mounting and framing** of the original invitation to the opening of the library. The board approved the payment.

**Strawbery Banke** sent an **invoice for \$250** for passes for next year. **14 families/58 people** have **used the pass**. The board voted and approved the expense.

**Seacoast Science Center** - \$70 is due for the passes for next year. 12 families/50 people used it last year. The board voted and approved the expense.

**Friends of the Library News: The Book and Bake Sale** will be held on Saturday, August 16<sup>th</sup> from 9 am–noon. The Garden Party will be held from 2-4 pm. They requested help from the BOT with setting up and taking down the book sale tables. Chris and Jill Carr will be here for the book sale. Anne will be traveling, but will try to attend later in the day. Dana will be out of town.

There will be **three tables**: Friends of the Library, Garden Club, and Historical Society. Signup sheets, information, etc. will be displayed. A sheet cake and lemonade will be served. Musicians will be performing. More formal clothing/wedding attire is preferred.

The mounted invitation will be on display, most likely at the Historical Society table.

There will be no float.

## Technology

In order to get **Windows 7** from **Tech Soup**, we need to send them a copy of our 501 (c)(3). Evelyn will provide to Chris.

## Programs

**50 people attended the Summer Reading Program Kick-off. 73 children are registered.**

**65 people attended the NHHC program on Eleanor Roosevelt.** The next program, about Colonial NH (geared toward Deerfield), will be on July 20<sup>th</sup> at 2:00 pm.

## Professional Development

Trustee **conference materials** are available from Evelyn.

**Evelyn will be on vacation from July 21-23.** A plan is in place for Annie and Mel to cover.

## Repairs

**Back door** (steel with PVC trim) with a window was chosen. The board voted and the project was approved for up to \$2,000 including installation and possibly a chime. We would like to have this done in time for August 16<sup>th</sup> (Old Home Day). Joan Bilodeau would like to paint the door as well, and was told the paint needs to be epoxy.

**Ken Rousselle – \$1268 invoice** for installation of two light posts on a timer and photo cell light. Evelyn has seen it working, but we need to double check how far the light reaches when all lights are operational.

**Mal Cameron** will be reimbursed **\$119.80** for the **light post**. He donated the light bulbs.

**Maintenance Work** – Evelyn has some concerns. We will discuss it at the August meeting.

**Schedule of Maintenance and Repairs** (2004-2013) was distributed.

## Old Business

**Book Drop** – tabled. Received \$600 from the FOL (half the cost).

**Duffley Contract** – Peter Michaud at DCR NH advised that if we are happy with the references and information provided, we should **move ahead**. The Select Board agreed that a performance bond is not necessary in this case.

**Materials to be used** in the upcoming repairs were discussed, including a product called Ardex CD (concrete dressing). Mal Cameron provided the board with specs.

Linda McNair-Perry will work with **Evelyn** to **reword** the **Duffley contract** prior to the commencement of work.

### **New Business**

Evelyn presented the board with the **2015 Requested Library Budget**. It will be updated and distributed to the board prior to sending.

**Oil consumption** needs to be monitored and discussed. It looks like we are 84% through our budgeted amount so far for the year. Evelyn will look into it.

**Auditors** want us to have **formal receipts and expenditure policies** in order.

Mal will not be present at the next meeting.

**Evelyn left at 8:31 pm** so the Board could complete her evaluation.

**Meeting adjourned at 8:42 pm.**

Next meeting will be **August 4<sup>th</sup> at 7:00 pm.**

Respectfully submitted by Dana van der Bijl