

**Philbrick-James Library
Meeting of the Board of Trustees
August 4, 2014**

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

Absent: Mal Cameron

Meeting called to order at 7:12 pm.

Secretary's Report

The minutes from the last meeting were accepted as written.

Treasurer's Report

Checking: \$29,758.03 **Savings:** \$59,218.54

Librarian's Report

\$51.95 was spent on a **new eyepiece for the telescope**. It was returned by a patron in a broken condition. Evelyn will be reimbursed for the purchase.

Technology: The **TechSoup Windows 7** upgrade is moving slowly. There have been some glitches and communications issues, but Chris and Evelyn are hopeful that it will be resolved soon.

Summer Reading Program – Average attendance at Veasey Park has been **25-35**. The **Grand Celebration** will be **August 20th** at 7:00 pm.

Professional Development: **Library Trustee orientation materials** from the State of New Hampshire were distributed.

Vacation Days for Evelyn: Wednesday, **August 13th** and **Friday, August 22 to Wednesday, September 3**. Subs will be arranged.

Repairs: **Dave Chaput** from **Solid Rock Builders** provided a written estimate of **\$1,550** (including labor and materials) for a new **back door**. They will remove the exterior door and install a new 3068 fiberglass door with glass window. They will reuse the current entry hardware and install a battery operated door chime.

DecTech will be in later this week to look at the **carpet** in the meeting room downstairs.

Maintenance and repair sheets were distributed.

Old Business

The **Duffley contract** has been signed and work is in progress. The Board took a walk around the site, and Evelyn pointed out the main points of the project. All were impressed with the quality and detail of the work so far.

Old Home Day - Help from the Board would be appreciated. There is a signup sheet and schedule in the library. Chris has arranged for a book related non-profit to come pick up the unwanted books on the Monday after the book sale.

The Board discussed the possibility of creating a **video about Old Home Day** for Channel 24. Maureen will check with Deb Boisvert.

Entered non-public session at 7:48 pm to discuss a personnel matter. A plan of action was formed.

Re-entered public session at 8:01 pm.

The library's **oil expenses** were reexamined due to increased consumption rate. The 2015 budget will be submitted to the Board of Selectmen reflecting an **additional 100 gallons**, for a total of 800 gallons at \$3.75/gallon (\$3,000).

Evelyn provided the Board of Selectmen a **State of the Library 2014** letter at their July 14th meeting.

New Business

The **2015 Budget Presentation** is scheduled for **Monday, October 20th** at 6:00 pm. Board members are encouraged to attend.

We discussed **alternates** for the Board of Trustees. Dana will do research and send her findings to Evelyn. No decision was made.

Meeting adjourned at 8:19 pm.

Next meeting will be **September 8th at 7:00 pm.**

Respectfully submitted by Dana van der Bijl