

**Philbrick-James Library
Meeting of the Board of Trustees
September 8, 2014**

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

Absent: Anne Deely

Meeting called to order at 7:08 pm.

Secretary's Report

The minutes from the last meeting were accepted as written.

Treasurer's Report

Checking: \$26,429.27 **Savings:** \$49,220.97

Librarian's Report

Museum of Fine Arts Passes: \$42.75 renewal is due. Admission is usually \$25. With the pass, the fee is reduced to \$10. Board voted to renew the pass.

Technology: Windows 7 has been implemented on one computer. The others will be upgraded within the next few days. Steady State, which protects the computers from items downloaded by library patrons, is not compatible with Windows 7, but Chris Carr will be checking into alternatives.

Summer Reading Program – 33 children completed their reading contracts. 1280+ books were read (47,164 minutes spent reading). The Grand Celebration was held on August 20. Over the course of the program, approximately 75 children participated.

Repairs

The **new back door** (with a window) and the chime have been installed.

Paving between fire station and library is almost complete. Evelyn will keep an eye on the puddle situation.

Pea stone along back wall – Mal sent a letter to Michael Wright requesting (for the library) some of the pea stone that is being used in other town areas.

Front entry at Church Street – Water is accumulating there.

Old Business

Duffley contract - The Board took a walk around the property and saw the work that has been done. Linda will send an letter to the contractor to point out a few minor issues, such as the paint splatters on the windows, the uneven areas on the wall, the missing chisel/mortar lines on the foundation, and the window casing on the side of the library that juts out and has a gap in the wooden window frame. Evelyn will take photos and send them to Linda to include with the letter.

Linda will hold off on sending final payment until the above items are taken care of to our satisfaction.

Chimney repair - Duffley will not be doing the work. Historic Town Hall is having work done on their chimneys. Evelyn will speak with them about taking a look at the library.

The **front entry** still needs to be sealed. **Michael Wright** will find a contractor and let Evelyn know.

New Business

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

Linda brought up **TD Banknorth's Affinity Program** as a fundraising option. The information was given to Chris Carr to turn over to Jill Carr and the **Friends of the Library**.

The Board entered a **non-public session** at 8:08 pm to discuss a personnel issue. A plan was developed. The Board re-entered public session at 8:18 pm.

Evelyn showed the board a lovely scrapbook created and given to the library by Melissa Robertson. The board agreed to send her a thank-you card.

Meeting adjourned at 8:25 pm.

Next meeting will be Monday, **October 6th** at **7:00 pm**.

Respectfully submitted by Dana van der Bijl