

**Philbrick-James Library  
Meeting of the Board of Trustees  
October 6, 2014**

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

**Meeting called to order at 7:10 pm.**

**Secretary's Report**

The minutes from the last meeting were accepted as written.

**Treasurer's Report**

**Checking:** \$36,738.51     **Savings:** \$38,223.36

**Librarian's Report**

**Correspondence:** The **lift passed its annual inspection** (\$100 + \$50 for certificate). Repairs were made in the amount of \$160.

**SEE Science Center Pass:** \$75. Last year, **19 families** and **84 people** used it. It will be renewed.

**Millyard Museum:** Nobody has used it in the past year. We **will not renew** for \$50.

**Technology:** The **upgrade to Windows 7** has been **completed** on all four public computers. Steadier State will be installed over the next few weeks.

**Programs:**

**Preschool Storytime:** Started off strong with **23 attendees** last week (caregivers/kids).

**Repairs**

**Paving between fire station and library** has been completed.

**Pea stone along back wall** – Evelyn will discuss with Michael Wright

**Front entry at Church Street** – Michael Wright handed it over to Mark Tibbetts in Building Maintenance. Mark is working on it.

**Copier Repair** – Copier was serviced for no charge. There will be a routine service call next spring.

## Old Business

**Non-public session** was entered at **7:27 pm**. A **personnel issue** was discussed and a decision was made. **Re-entered public session** at **7:35 pm**.

**Duffley contract** - The original contract has been completed. All punch-list items were addressed to our satisfaction and the board voted to release the **\$11,701.00** final payment.

The **window frame repair** was not included in the contract, and it was estimated at **\$438**. Evelyn will check to see if Duffley is able to do this repair before winter. If not, it will be done in the spring.

**Chimney repair – Duffley** quoted **\$4,256** for a repair. **Phil from Epsom**, who is doing work for the Town Hall, took a look at the chimney and feels that it should not be patched. They feel it should be rebuilt and quoted **\$6,400-\$6,600**. The Board of Selectmen and Michael Wright agree that it should be rebuilt. Board of Trustees voted to recommend that the town accept the bid from the contractor from Epsom.

**Painting of Trim – Quality Painting** quoted **\$1,150** to paint the metal trim but not the windows and doors. It was last painted in 2007, and the former contractor is no longer in business. Evelyn is waiting to hear back regarding the warranty and the materials that will be used. Linda feels it should be done with epoxy.

## New Business

The **2015 Budget Presentation** is scheduled for **Monday, October 20<sup>th</sup>** at 6:00 pm. Board members are encouraged to attend. Mal, Dana and Maureen will be attending the Forum's Candidate Night in Nottingham and cannot attend the BOS meeting.

A **cleaning service** will be contracted to service the library three times per week for two hours each time.

**Audit Reports** – We have been asked to **establish a formal receipt and expenditure procedure for the library**. Evelyn wrote a simple policy (approved by the Board) and will submit it to the auditors. Going forward, all **money** collected will be **logged daily** and **given to the Treasurer** at the **end of each week**.

Maureen advised the board that there is the **possibility of state legislation** that, if passed, would **allow the trustees to submit the library budget as a warrant article** with a default budget, thus separating our budget from the town budget. We will continue as is for the present.

**Used Copier** – Jan Foisy at the town office is leasing new copiers at the town offices and offered the use of one of their old ones. Evelyn will gather further information (size, condition, operating cost) before making a decision.

**Meeting adjourned at 8:37 pm**. Next meeting: **Monday, November 3<sup>rd</sup>** at **7:00 pm**.