

**Philbrick-James Library
Meeting of the Board of Trustees
November 3, 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 7:02 pm.

Secretary's Report

The minutes from the last meeting were accepted as written.

Treasurer's Report

Checking: \$23,625.25 **Savings:** \$38,225.16

Librarian's Report

Correspondence: The lift certificate arrived and the lift is still working properly.

Technology: Steadier State has been installed on two of the patron machines. It still needs to be installed on the other two. This is the software that wipes the patron computers clean each day (in case patrons download programs or files).

Programs: **Patrice Kilham's book launch** will be held on Monday, November 17th from 6:30 to 8:00 pm.

Preschool Storytime: 58 people attended the firehouse visit. The following week it went back down to a manageable 23 attendees.

Repairs

Paving – End of sidewalk/Church Street – Has been completed.

Pea stone along back wall – Not completed yet. Michael Wright is still working on it.

Front entry at Church Street – Not sealed yet. This will most likely be put off until next spring.

Windowsill repair – Not done yet.

Chimney Repair – Phil Boni of Epsom is the contractor being used by the Town Hall. This project will most likely be done next year.

Painting completed by **Quality Painting** for **\$1,150.**

Old Business

Cleaning service hired – R&W Cleaning Services in Manchester. Monday, Wednesday, Friday, and some Saturdays. It is working out well so far. Two hours per visit. We have a six month contract for \$520 per month.

Budget Hearing went well. Our budget went up by \$35. Otherwise uneventful.

Book Drop – We have half the money (\$600) from the Friends of the Library. Book drop is \$994 (at 50% off). It is designed to be bolted to a concrete pad, which they will sell us at a discounted price of \$123. \$178 shipping. There is one book drop available that is already bolted to a concrete slab. Total cost to the library would be \$790 if we need the lift gate service. This is taking into account the \$600 from the Friends. Evelyn will check on the need for the lift gate service and also the actual shipping charges. She will also find out if we need some kind of rubberized membrane underneath to prevent damage to the flooring. The board voted to approve spending of up to \$900 of library money (above and beyond the Friends' \$600).

New Business

Windows 7 for staff computers. The system will not function with Windows XP. Chris recommends purchasing a new computer with Windows 8 already installed. If Windows 8 does not work out, we can downgrade to Windows 7. This would be more cost effective than purchasing the software itself. The board voted to approve the purchase of a new staff computer for up to \$300. Chris will research and take care of the purchase.

Library Files – It was discussed that a drawer could be set up containing all important library information. When the documents are made available, Dana will organize it.

Non-public session was entered into at 8:05 pm.

Re-entered public session at 8:16 pm.

Meeting adjourned at 8:37 pm. Next meeting: Monday, December 1st at 7:00 pm.

Respectfully submitted by Dana van der Bijl