

**Philbrick-James Library
Meeting of the Board of Trustees
December 1, 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: \$28,000.41 **Savings:** \$38,226.74

We have not received the last two Trust Fund checks. Evelyn spoke with Jim Sullivan, who said they have switched services and are having some issues.

Librarian's Report

Correspondence:

- **Ancestry** (\$190) and **Heritage Quest** (\$190).
- **NH Downloadable Books** - \$761
- **Currier Museum of Art** - \$80. 20 families/47 people have used the pass so far this year.
- **McAuliffe-Shepard Discovery Center** – \$250 - 15 families/60 people have used the pass so far this year.

The board voted unanimously to renew and pay for all of the above.

Invoices from **R&W Cleaners** will be submitted to the Town Offices for payment. The service is working out well.

Technology: Mel's new computer has been purchased and installed. A shell was installed as a Windows 8 workaround. There are a few changes to be made, but it is going smoothly.

Two of the patron computers need Steadier State. Chris and Jill Carr are working on this. Two patron computers already have the program installed.

Programs:

Patrice Kilhams's Book Launch went well. About 25 people showed up.

Deerfield Community Preschool: Two Ladybug Award programs were held before Thanksgiving and had 22 and 24 attendees.

Repairs

Back door – the handle has been repaired and is working well.

Pea stone along back wall – no progress, but Evelyn will follow up.

Windowsill repair – Evelyn will make sure we are on the Duffley work schedule for 2015.

Old Business

Book Drop – Half Price = \$994. Shipping is \$178. Since we don't have a loading dock, there is an additional \$95 charge. White Glove Delivery will be an additional \$56. Total delivery = \$329. Total = \$1323. Friends of Library donated \$600. There are additional charges of \$203.50 for the concrete slab and the shipping. The board voted to increase the approved expense amount to \$1,000. Evelyn will check on a few more specs before placing the order.

New Business

Municipal Budget Committee – Budget hearing is on Saturday, 12/6. Each department head will present their budget and answer questions. Our budget was raised by \$225 total (\$190 due to a telephone contract change + \$35 for oil).

Oil has been delivered every two weeks by Hartmann Oil. We were expecting it once a month. Evelyn will keep an eye on it.

The **Historical Society** allowed us to borrow and display their **architectural rendering of the library**. They have asked us to have it framed and matted to museum standards (at our expense). There must be a notation displayed with the framed piece, stating that it is on loan from the Historical Society. Maureen recommended Mike Driscoll for framing. Annie will ask Mike Driscoll for an estimate. Perhaps the Friends of the Library can help with the cost.

Term for Librarian Contract was discussed. Evelyn found information online and handed out the information to the Board. Other towns are having the same problem with this rule. We could find out which towns have drawn up contracts and ask to see what they did.

Meeting adjourned at 8:10 pm.

Next meeting is January 5, 2015 at 7:00 PM.

Respectfully submitted by Dana van der Bijl