

**Philbrick-James Library
Meeting of the Board of Trustees**

DRAFT Minutes – May 2, 2016

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

Meeting called to order at 7:06 pm.

Secretary's Report

The minutes from our April meeting minutes are accepted as written/revised.

Treasurer's Report

Checking: \$ 31,045.29 Savings: \$ 49,403.71

Trustee of the Trust Fund money has been received - \$698.35

Librarian's Report

Correspondence

NH Dept. of Justice – Library Trustee session is on June 15 from 8:30 to 11:30 at the Holiday Inn on North Main Street in Concord.

Course Update – Mel has completed week four and has learned about management theory, operating environments, accountability and decision making. The workload is manageable. She gets assignments each week and participates in discussion threads with other students. It is going well and she has received good feedback from her instructor.

Suncook InterLibrary Cooperative – Board approved an extra \$5 (total of \$15) because fewer libraries are participating than originally intended.

Programs

Evelyn is working on publicity for the summer reading program (games theme). We discussed possible donations of puzzles, chess, and checkers. Evelyn will check with Deb Campelia at DCS to see about borrowing jump ropes and hula hoops. The trustees have approved up to **\$100** for the purchase of any items needed.

Professional Development

Tuesday, May 3rd – Customer Service

Repairs

Painting - Front handrail, sign post, flagpole, check flagpole rope condition, caulking/screws around Plexiglas on signboard, back door. **Paul Murphy** quoted **\$25 per hour**. Evelyn has been authorized to spend **up to \$500**.

Old Business

NHLTA Conference – Mal and Dana to attend.

NH Moose Plate Grant – The minimum request was for \$2,000. Ours did not meet that requirement.

New Business

Library Policies –

Material Selection policy was created and voted in 5 to 1.

Art Display policy was created and voted in unanimously.

Copier policy was created and voted in unanimously.

Request for Reconsideration of Materials form was created and voted in unanimously.

Incident Report form was created and voted in unanimously.

Meeting adjourned at 8:35 pm.

Next meeting will be Monday, **June 6, 2016 at 7:00 pm.**

Respectfully submitted by Dana van der Bijl