

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

DRAFT Minutes – June 6, 2016

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

Meeting called to order at 7:02 pm

Secretary's Report

The minutes from our May meeting minutes are accepted as written.

Treasurer's Report

Checking: \$30,184.17 Savings: \$49,547.55

Librarian's Report

Correspondence

Update on Mel's Class – Completed week 9 and it is going very well. She is noticing a huge difference between small libraries and large ones. She is talking with and getting ideas from others.

FOCUS thanked us for our donation to Tricky Tray. Madison Crawford and John Nelson won our trays.

Fire Drills – The fire department sent us a notice to have a plan in case of fire/alarm. If the alarm goes off, our meeting place is at the gazebo. Make sure all patrons are aware of the situation and then go there.

Our cleaner **Robin Stevens** worked on the toilet and replaced some lighting. Linda will reimburse her (approximately \$20).

Evelyn replaced our **OPEN banner** and bought a **new American flag**. She also replaced our **rubber stamp for books** and ordered an extra. **\$106.92**.

Technology

Upgrade Evelyn's computer from XP to Windows 7. Jill Carr is ready whenever Evelyn is and will complete the work for no charge.

New printer for public computers – The board approved up to \$500 for a new

laser printer.

Programs

Publicity completed/distributed for **summer reading program** (games theme)

Annie created an **interactive Scrabble board** for the children's area.

Linda and Anne donated/loaned the library some games. A patron donated lots of puzzles. Deb Campelia will loan us jump ropes and hula hoops from **DCS** once school is out.

Professional Development

Mel will be on retreat from **June 28 to July 9**. The board expressed willingness to help out if needed.

Repairs

Paul Murphy completed the painting. **\$276.94** total.

Old Business

Mal and Dana briefly discussed the courses they attended at the **NHLTA conference**.

New Business

Budget for 2017 - The board discussed the future needs of the library. A part time children's librarian position is being considered.

Evelyn will work with Mel on budgeting.

Anne brought in materials about a media download service called **Hoopla**. The Portsmouth Library uses it. We should check into it.

Performance Review - the board entered a nonpublic session 8:25 pm and exited at 8:35 pm.

Meeting adjourned at 8:36 pm.

Next meeting will be Wednesday, July 6, 2016 at 7:00 pm.

Respectfully submitted by Dana van der Bijl