

**Philbrick-James Library**  
**Meeting of the Board of Trustees**  
**Draft Minutes – November 7, 2016**

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

**Meeting called to order at 7:00 pm**

**Secretary's Report**

Minutes from the October meeting were accepted as written.

**Treasurer's Report**

**Checking:** \$32,592.40      **Savings:** \$49,935.32

**Librarian's Report**

The **summer reading program manual** will cost \$10 this year. The board approved the expense.

**MFA Boston Passes - \$42.75 for 15 passes.** The passes are good for two people each with a \$10 copay. The board approved the expense.

**NHLTA Personnel Workshop –** November 30 in Concord. Janice will go and bring back the information.

**Humanities to Go –** Board members should send their recommendations to Evelyn so she can compare lists.

**Professional Development**

**Staff lunch** will be held on **Wednesday the 9<sup>th</sup>**.

**Vacation Time and Closings (Holidays) –** The library will be closing Thursday and Friday (11/24 and 11/25) for Thanksgiving. Evelyn will also have off on Friday, December 23 and return on January 3. The library will be closed for Christmas on December 24-26 (Saturday-Monday).

**Repairs**

**Lift Service Contract Info:** Linda negotiated a non contract. We will be paying for actual costs of repairs this year. In 2017 we will re-visit the possibility of a contract at that time.

**Complete Streets –** Janice suggested keeping a record of book drop usage and parking lot usage for future reference.

**Door chime** is still not working. Evelyn will call the door chime manufacturer to troubleshoot.

## **Old Business**

Evelyn will follow up on **insurance** concerns for **architectural rendering**.

Evelyn is evaluating policies. She made a **NOTES FOR SUCCESSOR** file on her computer. She is making timelines and chronologies for budget processes, etc.

## **New Business**

Jill Carr found a box with stains in the attic. A piece of cardboard was left to verify that there was actually a leak, and it was stained when it was checked again. Because of the foam insulation it might be hard to tell exactly where the leak is. Linda will talk to **A.W. Therrien Roofing** in Manchester.

**Budget Hearing with BOS** – Evelyn announced that she is retiring and mentioned that we are asking for a new part time position for safety and liability reasons (double coverage). That person would also handle programming.

## **MBC Budget Hearing TBA**

**Vision Working Group** will meet on **November 30<sup>th</sup>**.

Our **next meeting** will be held on **Monday, December 5**.

Meeting adjourned at 7:45 pm.

Respectfully submitted by:

Dana van der Bijl  
Secretary