

Philbrick-James Library
Meeting of the Board of Trustees
Draft Minutes – December 5, 2016

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

Meeting called to order at 7:11 pm

Secretary's Report

Minutes from the November meeting were accepted as written.

Treasurer's Report

Checking: \$30,486.64 **Savings:** \$49,937.36

Librarian's Report

Currier Passes: \$80 – 20 families/52 people (through November) have used it so far. The board approved the expense. **The SEE Science Center** pass purchase was also pre-approved (expected later this month).

NHDB (NH Downloadable Books consortium) - \$859 approved for 2017.

The library received two **donations** from generous patrons. Thank you notes were sent out.

Programs:

Humanities to Go – We narrowed down the choices to: **Music in My Pockets**, **Galileo Galilei**, and **A Night of Music with Two Old Friends**. Target dates are Sunday April 2 or May 7. Mal will contact the Humanities Council to figure out a program and date that will work.

Professional Development

Staff Lunch Results – Not such great luck with restaurants, but had productive discussions. Staff picks will soon be featured. Mel and Annie are going to learn more about each other's jobs. Annie needs to designate a workstation to reserve for staff use. Perhaps the Friends of the Library could help with this? Evelyn wants them to make recommendations for the purchase of library materials. They will be having more of these staff meetings going forward, and both of them will be taking on more responsibility as Evelyn steps back a bit.

Repairs

Lift repairs have been completed for **\$1023**.

The **tracking of parking/book drop** usage will continue.

Doorbell chime – No troubleshooting information is available for our model. Evelyn will look into a replacement, as the cost will be minimal.

Architectural rendering insurance – no update

Retaining wall has a vertical crack in it where the drain comes up. Steve Barry requested the information for **Duffley** and Evelyn will forward it to him.

Roof leak – **A. W. Therrien Roofing** in Manchester gave a budgetary cost of **\$1500** for minor repairs. They will also do an evaluation while they are here. The board approved an expense of up to \$2,000 for this visit.

Evelyn will talk with **Mark Tibbetts** regarding the placement of a **handicapped parking sign**. The painted symbol cannot be seen when it is snowing.

Old Business

Jan attended and shared pertinent information from the **NHLTA Personnel Workshop** with the **Vision** workgroup, who discussed the needs of the library moving forward. It is recommended that the future search committee (for a library director) should include members of the board, a friend of the library, and an HR representative from the town. The current group will meet with **Penny Touchette** from HR to discuss the job posting and hiring process.

The Vision group also discussed doing a **survey** to find out what people would like to see from the library in the future.

MBC Hearing Results – The MBC had questions regarding increasing the salary for the next library director to \$25. Evelyn put together a comparison chart to demonstrate that \$25 per hour is in line with similar libraries. It has been passed along to the MBC.

New Business

MBC Public Hearing – Tuesday, January 10 at 7 pm

Deliberative Session – Saturday, February 4 (or 11)

Meeting adjourned at 9:05 pm.

Our **next meeting** will be held on **Monday, January 9, 2017**.

Respectfully submitted by:

Dana van der Bijl
Secretary