

PHILBRICK-JAMES LIBRARY
Meeting of the Board of Trustees

DRAFT Minutes – January 8, 2018

Present: Mal Cameron, Chris Carr, Linda McNair-Perry, Anne Deely, Janice Clark, Dee Jones, Emily Oxnard and Library Director Karen Howell

Meeting called to order at 7:03 pm.

Citizen Comments

None

Secretary's Report

The minutes from the December 2017 meeting were accepted as written.

Treasurer's Report

Checking: \$33,755.30 **Savings:** \$50,144.28

The checking account balance does not reflect the fourth quarter town payment of \$6,411.01, which was received after the statement.

Librarian's Report

Museum Passes: The SEE Science Center and McAuliffe-Shepard Discovery Center passes are up for renewal. The SEE charges \$200 for 3 passes Karen checked if we could receive fewer passes for a reduced rate, but that is not possible. However, the passes circulated well in 2017, and the board approved renewing the membership by a 6-1 vote. The McAuliffe-Shepard Discovery Center pass is \$300 for the year, and does not include admission to special exhibits or planetarium shows. The Board voted 5-2 not to renew this pass, but to instead investigate other museums' pass programs. Karen will check with other museums, such as the Peabody-Essex Museum, Monshire Museum, Historic New England, and the Woodman Institute, to see if they offer library pass programs.

Technology: Karen has installed Library World, and is now preparing to begin the barcoding process. She has started entering people into the patron database, and has ordered barcode labels through Amazon. We have a new public printer. The old printer will be used for barcodes.

The state servers have been down for the last month, making it very difficult to process inter-library loans, professional development renewals, and anything else that is done through the state. It is not known when their servers will be back online.

Programs: Several new programs have started or been advertised, including Saturday Stitch Niche, Deerfield Dialogue, Baby Lapsit, PJs at P-J, and Teen Advisory Board. Caitlyn put a calendar up on the town website, and programs have been promoted through the library Facebook page. Karen and Caitlyn have begun developing plans for the summer reading program, and hope to include an Adult Summer Reading program. We discussed ways to increase attendance, including advertising on the sign outside the library and outside the GB White Building. Karen will soon be getting training in using genealogical research tools, with the

goal of starting a genealogy club. We received a donation of Legos from Joan Bilodeau, and will buy some too. Karen is hoping to start the Writers Group up again.

Professional Development: Caitlyn and Annie are learning more about cataloging through training videos and tutorials. Caitlyn is doing that in Maine for certification.

Repairs: We had hoped that Dave, the man doing the window repairs at the church, would take down the windows and transport them to Nashua for repair, however, he has not been by to look at them and has not replied to messages lately. Linda will try to reach out or find someone else to look at them. The primary goal now is to get a ballpark estimate of the cost needed to repair them, so we can budget for next year.

Old Business: The restoration of the architect's rendering is complete, and someone will need to drive up to Portland to retrieve it in a few weeks. Nancy Brown brought it up there and may be able to bring it back. The woman who has been doing the cleaning hurt her back. Last week the man stayed for 1:45, but overall the service is still not adequately addressing the library's needs or putting in the time they are contracted for. Karen will post on Deerfield Community Facebook page looking for someone to clean 3-5 hours/week, 2-3 visits/week.

New Business: Nick from the Parks and Rec Department reached out. They want us to participate in the Winter Carnival, by having kids paint the library windows as part of a contest. The Board agreed to participate and that it would be good to bring people into the library who might not otherwise come regularly.

Karen wants to close the library on a Friday and Monday in late February to allow staff to have dedicated time to get the barcoding process underway.

The Town Report is due 1/31.

Two trustee terms – Mal's and Dee's – are expiring, and Dee has chosen not to run again.

Annie is working on a library logo to use on the website, mugs, totebags, etc.

Gallery space will transition into the "Deerfield Room" – to exhibit special collections, historical materials, and other Deerfield-specific exhibits. Joanne Wasson provided some documents describing artifacts that are at the library, such as the library table, civil war memorabilia, and others. The board agreed that it should be a high priority to ensure that these items are stored properly and restored if needed.

Dee and Caitlyn went to look at chairs that the church recently purchased, to see if they would be an appropriate style for chairs in the youth room downstairs.

Meeting adjourned at 8:37 pm.

Our next meeting will be held on **Monday, February 5 at 7:00 pm.**

Respectfully submitted by Anne Deely

