

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

DRAFT minutes – February 5, 2018

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

Meeting called to order at 7:07 pm

Citizen Comments: None

Secretary's Report: January minutes were accepted as written.

Treasurer's Report: No report this month

Librarian's Report

Correspondence: none

Technology

- KOBOS are up and running. Karen has established a policy for use.
- Barcoding is going well.

New Business

- A review of library policies, especially regarding overdue books will be considered.
- Insurance policy regarding volunteers is being researched by town administer John Harrington. He will contact Karen with findings.
- Mal Cameron and April Purinton are on the March ballot as library trustees.
- There were no library questions at the Deliberative Session.
- The new library website is run by WIX. There may be a future fee for this service.
- Friends of the Library funded the purchase of a microwave, a replacement chair for the gallery room, and will be funding chairs for the children/teen area. Caitlin will send pictures and information of her furniture choices to the FOL for approval of funds. FOL will set up an online vote.
- State Statistics report is due March 16. Linda will meet with Karen to discuss.
- Library Volunteer Award ceremony is April 14 at 9:30 am at the library.
- Ancestry website is not being used. Genealogy club attendance may affect an increase in use. No action at this time.

Programs

- Stitch Niche was well attended; the group decided to meet for 1 ½ hours every other Saturday. Baby Lap sit attendance is low, but Caitlin expects it will grow over time as the word spreads throughout town. Deerfield Dialogue went well, though only one side of

the conversation attended. Next month the discussion will be on the tax structure of NH. Hopefully, a variety of views can be discussed. The structured dialog format is agreed upon before discussion begins.

- Summer Reading program materials have been ordered. Theme this year is “Libraries Rock”. FOL funded the band “Junk to Funk” for the Kickoff day.

Professional Development

- SILC (Suncook Interlibrary Cooperative) reports the trend is that audio books are not being checked out. Eventually, we may consider strictly relying on SILC audio books and Overdrive to meet patron demand, instead of purchasing our own.
- Karen and Caitlin will once again try to register with the NHLA. The State’s system has been down, making it impossible to sign up.
- Karen has been researching grant opportunities via Grantspace.

Repairs

- Tom Driscoll owner of Sash and Solder in Portsmouth assessed the top leaded window repair at \$1000. Linda will take pictures of the side windows and forward to him for an additional estimate. He would remove, repair, and reinstall the windows.
- The water cooler was replaced, but needs to be replaced again.
- Front sidewalk “puddle” turns to ice on cold winter days, making this entry unsafe. This is a continuing problem. We will close off this entry and use the side door on icy days.

Old Business

- Kyle Stimson, owner of Action Cleaning Service in Norwood, may provide cleaning service for the library at \$40 an hour, after seeking the town’s input. He will come twice a week for one hour. Travel time does not count, and there are no hidden fees. He assured Karen that all required services could be done in that time frame. Karen will cancel R and W services after notifying the town.
- NH Antique Co-op gave an estimate of \$10,000 to \$13,000 to restore the Craigsides oil painting. Restoration would be for sentimental value only since the restored painting would not be worth a great deal of money. We will seek grants for this project. We discussed where such a large painting could be displayed and upstairs at town hall was a possibility, especially if the elevator/lift is installed.
- The PJJ logo is completed and can be seen on Facebook.
- Winter Carnival is February 17. The library will host a window painting contest and a special story hour for Parks and Rec.
- Museum passes were discussed. Mont Shire does not give passes; Peabody Essex Museum fee is \$475 a year and reduces entry fee to \$12 a person; Woodman Museum fee is \$75 a year and offers half off a single admission of \$13 (\$10 for seniors) or buy one get one free. We voted to fund the Woodman Museum pass.

- Karen will contact Humanities to Go to see what programs and dates are available.

The trustees thanked Dee for her service as trustee, lo these many years. Dee's dedication and witty insight will be sorely missed; however, she will continue to support the library via the FOL. She was honored and grateful to work with such good folks.

Meeting adjourned at 8:54 pm

Respectfully submitted,

Dee Jones

Next meeting: March 5