

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

DRAFT minutes – March 5, 2018

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

Meeting called to order at 7:04 pm

Citizen Comments: None

Secretary's Report:

Emily Oxnard attended the February 5, 2018 meeting, and the minutes were revised to reflect that. The minutes were accepted as revised.

Treasurer's Report:

January balances: (were not available at the time of our last meeting)

Checking \$38,551.29

Savings \$50,032.40

February balances:

Checking \$34,115.05

Savings \$50,541.45

Librarian's Report

Correspondence: none

Technology:

- The library catalog is now available on the town website! You can search our catalog directly without having to navigate the NHU-PAC.
- Michael York, the State Librarian, reports that their old system is completely dead, and they will need to go through the RFP process to acquire a new one. It will probably be a year before there is a functional state computerized Interlibrary Loan system.
- **Libby** is the new application to manage the state's Overdrive books (ebooks and audiobooks). Karen has cards to advertise and promote the app that she won as a package of promotional materials.

Programs

- Saturday Stitch Niche has had 3 people attending.
- No one showed up for the Deerfield Dialogue. Karen will look into other programs that exist for fostering dialogues, such as Better Angels.

- Aron DiBacco is going to run a Benjamin Franklin Circle at the library, which is a discussion group centered around Benjamin Franklin's list of 13 virtues.
- Genealogy Club will meet the 21st from 6 to 7. Karen took training from the state library. The club will choose someone locally prominent and everyone will work together to research that person to practice using the library's different resources (online and special collections).
- Baby Lapsit – the word is getting out, and Karen anticipates greater participation in the near future.
- Teen Advisory Board had four attendees. They decorated the bulletin board in the children's room and will probably plan a book club or poetry club.
- Lego club is going well – 16 to 20 kids, many of whom are not frequent patrons.
- PJs at PJ, aimed at preschool kids, had 4 attendees.
- Women's Club asked Karen to do a presentation on March 20. She'll share information about the library programs.
- Karen is providing one-on-one help with basic computer skills for seniors. For example, she is helping set up people's media accounts and exploring things that are available (such as Google Earth).
- The mentalist program will be May 3 at 7 pm at the old Town Hall.

Professional Development

- Advocacy Bootcamp next week
- NH Municipal Association conducting a social media webinar, employment law
- May 10 programs on Labor Law and Book repair – Annie and Karen would both like to go. We discussed how we could handle coverage of the library, and whether it would have to close. We discussed whether volunteers could cover the library, but labor law best practices suggest that volunteers cannot be asked to do something on a specific date or tasks that are duties of paid employees. Alternatively, we could have a roster of potential substitutes that we could call as needed.
- 5/11 READS program in Concord on Technology.

Repairs

- Tom Driscoll from Solder and Sash came and looked at the lead windows and quoted \$2,200 to remove, repair, and reinstall the entry windows. Approved spending up to \$3,000 to hire Solder and Sash to repair the windows.
- Ray Ellis, the new building superintendent, came to look at the retaining wall, which is separated and cracked, the frost heave in the back, and the drainage trouble in the front. He is coming up with a task prioritization process. They have plenty of paint we could possibly use for the upstairs rooms.

Old Business

- Rendering: Nancy is going to pick up the rendering in Portland. The Friends of the Library provided Nancy with the money due (\$370) so she could pick it up at her convenience, and the trustees now approved the reimbursement of the Friends of the Library for that expense.
- Library annual report due to the state library by 3/15. Almost done.
- Winter carnival went well. There were crafts, story time, cookies, and hot chocolate. Kids painted the windows.
- The Elsie Brown Volunteer of the Year award ceremony will be on April 14. Nominations have to be in 3/15.
- Cleaning services deteriorated further this past month, as the cleaners did not come on scheduled days, did not stay for the agreed upon time, and did not complete the assigned tasks. Karen has arranged for Kyle, owner of ACS cleaning, to start cleaning in April, and she told the current contractor, R&W, they can stop coming at the end of March.

New Business

- Town voting will be March 15.
- Humanities to Go – Friday, July 20 on New England Lighthouses and the People Who Kept Them.
- Tricky Tray – authorized two \$25 gift certificates from Gibson's.
- The Friends of the Library started a Facebook group.

Meeting adjourned at 8:46 pm

Respectfully submitted,

Anne Deely

Next meeting: April 2 at 7 pm