

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

DRAFT minutes – April 2, 2018

Present: Mal Cameron, Janice Clark, Chris Carr, Emily Oxnard, Anne Deely, April Purinton, and Library Director Karen Howell

The meeting was called to order at 7:07 pm

Citizen Comments: none

Immediate Action:

The Board held elections for its positions. Anne Deely will be secretary, Linda McNair-Perry will continue to serve as treasurer, and Mal Cameron will continue to serve as chair.

Secretary's Report

The March minutes were accepted as written.

Treasurer's Report

March balances:

Checking \$29,437.08

Savings \$50,543.59

Librarian's Report

Correspondence

- none

Technology

- There is a Library World app through which users can access the library's catalog. Karen will promote the app to patrons.

Programs

- Planning is underway for the summer reading program. The theme is "Libraries Rock."
- Caitlin will continue having the preschool story time at Veasey in the summer. Will see if they can team up with Parks & Rec.
- Karen will start a summer book club for adults focusing on beach reads.
- Preston Heller, the mentalist, is scheduled for May 3. He has a strict rule that each attendee must bring a non-perishable item.
- The back wall in the youth room will be painted with chalkboard paint. We authorized Karen to spend up to \$100 on paint and accessories.

- A senior game club met for the first time last week. They are interested in continuing to meet and would like to learn to play bridge. They will meet every week.
- Genealogy club will start April 18.
- Benjamin Franklin circle will start in September, and then the Deerfield Dialogues may grow out of that.

Professional Development

- The NH Library Trustee Association annual conference is coming up May 14.
- Names of new trustees must be sent in to the NH Library Trustee Association, and it is recommended that the new trustees attend the welcoming orientation on April 28 (full version) or May 14 (“cliff notes” version).
- The regional trustee meeting will be held in the fall.

Repairs

- Last month the Trustees authorized spending up to \$3,000 to fix the leaded glass windows. However, when Karen reported this in the town department heads meeting, the Town Administrator felt that the town itself, as owner of the building, must approve the expenditure. It will go before the Select Board at tonight’s meeting (4/2).
- Representatives from the town (John Harrington, Ray Ellis, and the town engineer) had a meeting with Duffley regarding the retaining wall. Karen did not attend as she did not know the meeting was taking place until after the fact. Duffley proposed a patch for \$375, but the town representatives felt that it needs a more robust repair.

Old Business

- The volunteer award ceremony will be April 14 at 9:30 am.
- Nancy Brown delivered the architect’s rendering. Mike Driscoll can have it scanned and frame the scanned copy. He is also willing to construct a flat file to hold the original. Mike will provide a cost estimate for this.
- The new cleaner will start tomorrow. He will be here for one hour, two times per week.

New Business

- The library needs a new vacuum. We authorized Karen to spend up to \$150 on a vacuum cleaner.
- New furniture for the teen area has been purchased.
- The Women’s Club requested that we provide a pass to the NH Historical Society museum. There are limited exhibits now – it is no longer a typical museum with exhibit space, rather it is more of an archive. However, as we haven’t had a pass to the Historical Society museum for some time, and we have a direct request for it, the Trustees authorized purchasing the pass for one year.
- We also authorized purchasing a pass to Canterbury Shaker Village.

- It was suggested that we track feedback from users of museum passes to see if people were happy with the experience.

Meeting adjourned at 8:17 pm

Respectfully submitted,

Anne Deely

Next meeting: May 7 at 7 pm