

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

**DRAFT minutes – May 7, 2018**

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

The meeting was called to order at 7:03 pm.

**Citizen Comments:** none

**Secretary's Report**

The April minutes were accepted as written.

**Treasurer's Report**

April balances:

Checking \$33,329.35

Savings \$50,545.52

**Librarian's Report**

**Correspondence**

- None

**Technology**

- The state library has tried and been unable to find a temporary solution for their Inter-library loan software. The problem is large enough that it hit the national library news.

**Programs**

- Staff are planning for the summer reading program. There will be a bubble party on June 15 with bubbles and music. The Friends group is giving money for that.
- Friday July 13 will be an Open Mic Night for kids in town to play music. The event will be held outside in the Friendship Garden.
- July 16 at 2 pm the Children's Museum of NH will do a program at the library.
- The Humanities to Go presentation on New England lighthouses will be held July 20
- Karen is planning a Simply Summer Book Group specifically for fluffy summer reads. It will be held the last Thursday of each month.
- Cards/Games group on Wednesdays has taken off! People have been playing bridge, dominoes, and 500.
- Baby rhyme time has been changed to Mondays.

**Professional Development**

- The NHLTA membership renewals have been paid.
- Jan reported 280 people registered for the NHLTA conference.

### **Repairs**

- The town Select Board approved the leaded windows repair.
- Ray Ellis was here, inspecting various cracks in the walls and floor. There are cracked floor tiles by the lift. He will install adhesive carpet squares in lift areas, like they did at the George B. White building.
- The toilet kept backing up last week. Septic needs to be pumped every few years, but it turns out that there are two septic tanks in series, and only one of them had been pumped in the past. The tanks were pumped and the problem was resolved.

### **Old Business**

- Architect's Rendering: The estimate from Mike Driscoll is \$250, to include mat, museum glass, etc., but not the duplication. We will ask Mike to find out the price for duplication from the company he works with.
- Tricky Tray will be at the end of the week. Mal & Bernie bought the gift cards to Gibson's Bookstore and delivered them to the school.
- The Amy Beach exhibit from UNH is hanging in the gallery area.
- No one wants the CD rack. May put it outside with a "free" sign.
- New cleaning person is doing very well.

### **New Business**

- Staff have been monitoring different foot traffic times and compared our hours to other nearby libraries. They noticed we are busier in morning than at night. The current opening hours are also hard to remember. They have proposed that we open at 10 am every day (except Saturday), and that the late nights (Monday and Wednesday) we close at 7 instead of 8. This new schedule will provide two extra open hours compared to current schedule. The Board agreed to change hours as proposed. The new hours, to go into effect in July, are:
  - Monday 10-7
  - Tuesday 10-5
  - Wednesday 10-7
  - Thursday 10-5
  - Friday 10-2
  - Saturday 9-12
- Caitlin got more hours in her other job at the Berwick library, so she will drop 2 hours/week.
- We will begin our 2019 budget preparation in July. Among other topics, we should think about staffing needs in the future.

- Mal attended the Epsom regional trustees meeting. He reported back to us on the law regarding alternate trustees. The law provides for up to 3 alternates that can serve for a year. We would recommend people to the Select Board, so can serve if needed. The consensus was that we typically do not have trouble reaching a quorum, so probably do not need alternates.
- April reported that her family has placed their house on the market, and she may be moving from town.

Meeting adjourned at 8:16 pm

Respectfully submitted,

Anne Deely

Next meeting: June 4 at 7 pm