

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

**DRAFT minutes – October 1, 2018**

**Present:** Mal Cameron, Janice Clark, Emily Oxnard, Anne Deely, Chris Carr, Linda McNair-Perry, and Library Director Karen Howell. Also present: Andy Robertson, Board of Selectmen

The meeting was called to order at 7:08 pm.

**Citizen Comments:** none

**Secretary's Report**

The minutes of the September meeting were accepted without objection.

**Board of Selectmen**

Andy Robertson was a guest to discuss the relationship between the library and the town, and to help the trustees better understand how to budget for maintenance and repairs to the building. Andy said that the Select Board's understanding is that the Library is the complete domain of this board. The library can be as independent as we like. We can hire our own people, and if we wanted, buy our own insurance, maintain the building, etc. Over the past several decades, the Board of Selectmen (BOS) has tried to help with major projects, and the library trustees have wanted the town to cover the payroll, insurance, etc. At some points, the library has had its own maintenance person.

The BOS want to know if we want to budget for the maintenance of the building. One way we could manage this (and have in the past) would be for the Trustees to worry about interior of the library, and the BOS and outside municipal groups to concern themselves with external projects and external upkeep.

He knows we have some concerns regarding fire safety. The fire marshal's office has shared their recommendations with the fire chief. The BOS has a draft list of those recommendations. RB Lewis are consultants that Matt and John are working with, going through the list, prioritizing, and trying to come up with prices. Problems for library are detection and annunciation (alarms). These problems are not ones that would shut down the library. The furnace should have some fire proofing. Also the downstairs room not having second egress.

We may need to bring a warrant article, which will allow us to hopefully avoid pitfalls of a default budget. Hopefully we will have Matt's report by winter, when a warrant article would need to be drafted. Andy spoke to Matt & John this evening and they assured him they were working on it and would have it soon.

We thanked Andy for his time and for sharing all this information, and he left.

**Treasurer's Report**

Bank balances:

Checking \$28,007.35

Savings \$50,198.95

## **Budget**

With the helpful elucidation from Andy, we were able to finalize the budget. We decided to add funding for 1 hour/week of IT support and 1 hour/week of maintenance (to apply for emergencies only). We will cover the furnace, while the town budget will cover the septic maintenance.

Anne moved and Jan seconded that we send the budget to the town, with the understanding that it is a preliminary budget with some uncertainty in the hourly rates of town services. All approved.

## **Transition**

- Staffing. There have been few responses to the ad for programming assistant. We could try to make a second full time position, in part to provide a better pool of applicants. This would also allow for full coverage, enhanced programming, and support the growth of the town's population.
- Linda moved that we move the Library Assistant position to 40 hours week at the same rate. Jan seconded and all agreed.
- Library hours. Annie will be able to do more hours for a couple weeks to help cover the library's hours during the transition.
- Karen has updated the procedures manual. She detailed everything she does, alphabetized by subject matter. Caitlyn and Annie are also doing a knowledge audit so we can add to it. It will also contain contact information to explain where to turn for various issues.
- Karen said she was open to calls and emails to help the new director.

## **Repairs**

- Carpet squares were installed and look nice.

Jan moved and Chris seconded that we adjourn. Meeting adjourned at 9:08 pm.

Respectfully submitted,

Anne Deely

Next meeting: