

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

DRAFT minutes – December 3, 2018

Present: Mal Cameron, Janice Clark, Emily Oxnard, Anne Deely, Chris Carr, April Purinton, Linda McNair-Perry, and Library Director Candace Yost.

The meeting was called to order at 7:04 pm.

Citizen Comments: none

Secretary's Report

The minutes of the November meeting were accepted as written.

Treasurer's Report

Bank balances:

Checking \$30,615.36

Savings \$50,205.27

Librarian's Report

Programs

- Story times are back! They just started up again last week, with 2 babies for lapsit, and one family for preschool story time.
- In the new year, will start other programs back up as well: lego club, PJs at PJ story time, and Teen Advisory Board.

Technology

- No updates.

Repairs

- A new water heater was installed. One morning, there was no hot water and the water heater was dripping quite a lot. Ray came, and he called a plumber as well. They needed to replace the water heater and some of the wiring. Ray discovered some wonkiness in the water hookup at the fire station, and said that he can improve it.

Professional Development

- No updates.

Old Business

- Candace hired a new Programming Assistant. Zeb Wimsatt started last week and he has jumped right in with circulation and barcoding. He will begin doing the story time groups in the new year, though that will require changing their days to match his schedule. He will be here all day Monday and Tuesday and every other Saturday. Those Saturdays he doesn't work, he will work half a day on Wednesday.

- Pie Sale was a success -- \$777 raised. There were 31 pies, plus other baked goods, and everything sold out by around 11 am.
- 2019 Budget: We discussed the budget again to decide whether to add safety numbers to budget or to create a warrant article. We agreed to not prepare a warrant article, and instead add the most pressing safety needs to the existing budget. In addition to the \$11,000 estimated by the town for alarms and enunciation, we added \$6,000 to cover fire safety work in the furnace room (e.g., sheetrock for furnace room walls).
- Candace asked about some sort of a personal alarm system. Chris remembered Evelyn and Mel perhaps having something in the past. He will talk to Evelyn.

New Business

- Book donations: we receive many boxes of book donations that we cannot use. May suspend book donations for the rest of the year.
- Candace is working on shifting around the collection a little bit. Some books that aren't circulating may be because of visibility. She moved NH interest books all together – cookbooks, history, etc.
- Open house: May do a New Year's Open House – Saturday, January 5.
- Meeting times – Switch to 2nd Monday of the month so Candace can attend
- Humanities passes – Boston MFA ran out at end of November and Currier coming up for renewal soon. MFA has been used 23 times, Currier only 9 times. Jan moved and Anne seconded that we renew the MFA and Currier passes, as long as their costs have not increased by more than 25% over last years'.
- Calendar – Candace has made a January calendar to hang in her office; she will also create a Google calendar to share with the trustees.
- Linda said that it was OK to start ordering books again.
- Linda's term is ending and she is not going to run again. We should all think about new members and who might want to be the next treasurer.

Chris moved and Emily seconded that we adjourn. Meeting adjourned at 8:23 pm.

Respectfully submitted,

Anne Deely

Next meeting: January 14 at 7 pm