

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

**DRAFT minutes – August 6, 2018**

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

The meeting was called to order at 7:16 pm.

**Citizen Comments:** none

**Secretary's Report**

Linda moved that the June minutes be accepted as written. Jan seconded and the motion passed.

**Treasurer's Report**

Bank balances:

Checking \$29,716.98

Savings \$50,196.88

We received a rebate on the movie licensing. It was prorated to \$124 for August through December.

**Librarian's Report**

**Technology**

- We received the movie site license. We'll do our first family night in a few weeks, and will have movies geared to an older audience during a weekday afternoon.
- Steve Jamele installed OpenDNS to filter malicious web sites (phishing, ransomware, etc.). We have had two crashes in the last few weeks because of sites that had been visited, probably unintentionally. It blocks domains based on a community-driven white list/black list. Karen will investigate what other libraries are using, and make sure it focuses on security not content.
- We will review our computer usage policy to see if it needs updating.
- We need a new telephone system. Karen found a replacement set for about \$100. Jan moved and Chris seconded that we authorize Karen to purchase a new expandable corded/cordless phone system for up to \$100. The motion passed.
- Our copier doesn't have a number of functions that Karen would like to see. A representative is coming tomorrow to talk about other lease options, for 5 years at ~\$40/month (not including toner or service). It would be able to do color copies, which we could charge \$.50/copy for. It would have a fax service which would also be available to the public for a fee.

**Programs**

- A Ben Franklin Circle will begin in September. This is a philosophical discussion group that discusses thirteen core virtues following a format developed by Ben Franklin for his own club. They will talk about 2 topics each month.
- The summer reading finale will be August 20 from 6-7 pm. There will be an ice cream sundae bar.

**Professional Development**

- Karen will try to go to several upcoming conferences:

- YALS Fall Conference Thursday, September 27 from 9-3 in Concord.
- READS Fall Conference Friday, October 12 from 9-3 in Laconia.
- CLNH Fall Conference Thursday, October 18 from 9-3 in Laconia.

### **Repairs**

- The town disagreed with our decision last month to simply replace the broken tiles in the elevator area. They feel that the carpet squares are a better solution based on the fact that the tile adhesion is failing and will fail again, possibly because of trapped moisture. The town has said that the broken tiles are a tripping hazard, but that they will not pay for the repair or the installation of carpet tile. The town has said the subfloor has problems, but we do not specifically know what those problems are. We will further investigate carpet options, including prices, types, and choice of colors, for next month.

### **Old Business**

- We struggled again with setting next year's budget because of uncertainty about the contents of the fire marshal's report.
- Karen conducted performance reviews with the staff.

### **New Business**

- The fire department wishes to install a Knox Box at the library. This is a keyed box on the outside of the library that would hold building keys that the fire department could use to enter the building in an emergency. We agreed that this should be installed at the basement entrance.
- We discussed the meeting room policy and the availability of the library for paid use (e.g., using the library for tutoring in which the tutor is being paid by the student). We tabled the conversation until the September meeting.
- Children's museum renewal - paid for by Friends.

Anne moved and Chris seconded that we adjourn. Meeting adjourned at 9:07 pm.

Respectfully submitted,

Anne Deely

Next meeting: September 10 at 7 pm