

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

**DRAFT minutes – August 22, 2018**

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

The meeting was called to order at 7:21 pm.

This was a special meeting to conclude two topics: the 2019 budget discussion and floor repair. As such, we did not review a treasurer's or secretary's report.

**Budget**

- Karen spoke with John Harrington on 8/16. He confirmed that the town wanted to cover the maintenance and repairs of the building directly from their budget line. They added \$5,000 to the town's maintenance line to do so. They will cover the inspection of the slate roof. We will cover the inspection of the lift.
- Karen presented an updated budget that reflected those changes, with a bottom line of \$108,860. Linda moved we accept it, and Jan seconded. The motion passed.
- We had some concern that we would not be fulfilling our elected duties if we did not manage the care and maintenance of the building. We reviewed the language in the RSAs (specifically RSA 202-A:6) related to the role of the Trustees regarding library property.
- We also discussed the historic nature of the building and considered the role of the Heritage Commission in advising on changes or updates to the building.
- We drafted a memo to the Board of Selectmen to include with the budget to explain some of the decisions in the budget (e.g., which maintenance tasks, like the lift inspection, we were including and which, like the any fire and safety requirements, we were not).

**Floor repair**

- We agreed that carpet tile may be the safest and most efficient fix for the basement entry and lift vestibule. Linda moved that we accept the \$1,156 bid for carpet tile in a solid, neutral color of Karen's choice. Chris seconded and the motion passed.

Meeting adjourned at 9:01 pm.

Respectfully submitted,

Anne Deely