

Philbrick-James Library
Meeting of the Board of Trustees

DRAFT minutes – January 14, 2019

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 7:05 pm.

Citizen Comments: none

Secretary's Report

The minutes of the December meeting were accepted as written.

Treasurer's Report

Bank balances:

Checking \$33,226.40

Savings \$50,209.47

John Harrington has explained that the library must return any unspent money to the town at the end of the year. For services like cleaning and electric, that have annual charges, it can roll through. The town's fiscal year is January through December, and so now we are working out of two budgets: 2018 and 2019. This becomes rather complicated to make sure that funds are drawn from the proper budget balance. Pete Lemay, the town's bookkeeper, has suggested that he write the checks for the library, the same as he does for other town departments. We will still have to sign off on all payments, but this would make it easier for the new treasurer.

Jan suggested we should have a form for reimbursements with name, date, expenditure, etc.

If we are going to switch bookkeeping to Pete, we should start 2019 that way. We could still go back to quarterly payments in the future if it did not work out. Linda will continue to pay 2018 bills out of 2018 funds.

We should make sure to retain a copy of the bill and record of what has been sent to the town for payment.

Based on Linda's advisement, as treasurer, Jan moved that for the first quarter of 2019 we have the town bookkeeper pay the bills that are approved by the trustees and librarian, and we will assess this practice at the end of this quarter. Linda seconded. We discussed how this will work. Candace will get a bill, ok its payment, and send it to the town. They will make the payment. In this workflow, the trustees will not see the bill before it is paid. Candace could CC the treasurer on each submission, and the treasurer could report each month what was paid. The trustees agreed we would need to have an accounting each month. The motion passed by unanimous vote.

Anne moved and Emily seconded that we accept the treasurer's report.

Librarian's Report

Programs

- Programs are back! We have had some program time changes to fit Zeb's schedule. Preschool story time will be Monday at 1:30, baby lapsit will be Tuesday 10:30, PJs at PJ will be last Mondays at 6 pm.
- Next month, lego club will start again – first and third Tuesdays at 3:30.

- We will also have an adult embroidery craft next month – February 4 from 10-1. It will be paper embroidery with Ruth Druckenmiller.

Technology

- Have had some internet troubles, and today it was out for hours. Atlantic Broadband came out today, replaced a splitter that they said was like 15 years old, and service is back up.
- The scanner doesn't scan to Candace's computer, so she will just use a flash drive for it.
- The KOBO e-readers haven't circulated at all. Candace will advertise them again. She is creating new signs for many things around the library.
- Candace moved the large print collection downstairs. The large print books are circulating well.

Repairs

- No updates.

Professional Development

- Candace will send Zeb to the spring conferences.

Old Business

- Our board will have three openings on the ballot this year, as Chris's, Linda's, and Emily's terms are up. Emily will run again, but we will need new people to run for Chris's and Linda's spots.
- Children's museum pass is up for renewal. It expired at the end of August. We decided not to renew it. We can request suggestions from patrons for other passes.
- Personal alarm system: We have one! It was hidden away in the back of a drawer.

New Business

- The town deliberative session will be February 2, 9 am.
- The Communicator is using the library's address. We agreed that this is not appropriate. Emily moved that we ask the Communicator to remove our address from their business. Chris seconded. Linda said she will speak to the folks at the Communicator and will explain that the trustees are not comfortable with mail and checks for their organization being sent to the library's address.
- We are looking at a date of Saturday, May 4 for the wildlife rehabilitator, On the Wing. It will be held in the Great Hall at the church.
- Annual town report: Candace reports that all the numbers went up (circulation, new library cards, etc.).
- Humanities to go: they have a new offering on beer that we will hope will appeal to the many in town. Candace will send out a link to the Humanities listings.

Jan moved and Chris seconded that we adjourn. Meeting adjourned at 8:37 pm.

Respectfully submitted,

Anne Deely

Next meeting: February 11 at 7 pm