

Philbrick-James Library
Meeting of the Board of Trustees
June 24, 2013

Present: Christine Johnson, Joan Bilodeau, Chris Carr, Linda Perry, Dee Jones, and Librarian Evelyn DeCota

Alex Cote did not attend.

Meeting called to order: 7:10 pm

Secretary's Report: accepted as modified

Treasurer's Report: excused this meeting

Librarian's Report

Correspondence:

Yearly Passes: Independence Museum in Exeter: (\$50): accepted

Seacoast Science Center (\$70): accepted

Strawberry Banke (\$250 per year): accepted

Children's Museum of NH (\$300): funded by Friends of the Library

Technology:

Thank you to Chris and Jill Carr for the new work stations; many compliments from patrons. Still looking for chairs, a spot for the printer, and two new computers.

Programs

- SRP Kick-Off Wednesday 6/26
- Veasey Park Read Aloud-begins Thursday, July 11 at 11 am
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Professional development:

Evelyn's vacation: June 27-July 3

Repairs:

Hedges at front roadside were severely trimmed back, but remain a problem. John (maintenance man) has requested adding this duty to the mowing contract.

Old Business

CIP (Capital Improvement Plan) has been submitted: Items included:

- Parking lot
- Retaining Wall
- Pointing the entire building, including chimney

Friendship Garden Update

- Plaque for the Elsie Brown gate is installed; Nancy Brown was delighted.
- Plaque for Alex Draper's birdhouse has been forwarded to Sara Kjendal.
- Bathouse from Alan O'Neal needs to be installed, possibly on a post close to the building.

- A committee will be established to further fund and coordinate plantings and plan for possible future additions to the garden. Dee will recruit some folks.

Parking Lot repair

- Repair was included in the CIP and many issues are unresolved: Additional outside lighting will be included in the FY 2014 budget under Safety Compliance line item. Parking lot needs to be regraded and repaved to correct present icing and puddling problems cited in the safety inspection this spring. This will involve a warrant article, jointly sponsored by the library and the fire department in FY 2014 budget. Joan will add this to the next Board of Selectmen agenda July 15.

New Business:

Front Entry bids:

- Seth Donaldson: \$20,000-\$21,000
- Charters Brothers: \$57,300

Considering our financial situation, we can only consider the lower bid. Donaldson's bid was detailed about the work to be done and the amounts, but pertinent questions need to be asked regarding bid bond amount and insurance. Also, we'd like to know if he has done any other historical projects and ask him to provide references. Linda Perry will follow up on these issues and email trustees with the responses. (Alex Cote may know the bid bond amount; Leslie will know the insurance required by the town). Joan will contact Jim Deely to ask about his referral of Donaldson and email info. If all issues are resolved positively and okayed by all trustees, then the Board of Selectmen can be notified to proceed. If there are serious concerns, then we'll ask the Board of Selectmen to re-bid the project.

Budget 2014

All department budgets will be posted on the town website. Discussion of budget was tabled till next meeting.

Performance Evaluation was also tabled till next meeting.

Meeting adjourned: 8:40 pm

Respectfully submitted,

Dee Jones

Next Meeting: August 5, 2013