

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

**DRAFT Minutes – February 1, 2016**

**Present:** Mal Cameron, Chris Carr, Linda McNair-Perry, Anne Deely, Janice Clark, Dee Jones, and Library Director Evelyn DeCota

**Absent:** Dana van der Bijl

**Meeting called to order at 7:04 pm.**

**Secretary's Report**

The minutes from the last meeting were accepted as written.

**Treasurer's Report**

Checking: \$30,038.58            Savings: \$49,605.15

**Librarian's Report**

**Correspondence**

Received response from letter to Mark Tibbetts. Library water was tested by Granite State Analytical Services of Derry, NH. The report was positive with one change. The water line from the pump to the library will now feed through the fire house filter.

SILC (Suncook Interlibrary Cooperative) dues were increased to \$300.

Evelyn was reimbursed for supplies in the amount of \$25.99.

We received a thank you note from Judy Marshall for donations to the Food Pantry.

We received a note from the cleaner with status on her injury along with an appreciation of gift from Evelyn and staff.

State library report and town report have been filed (special thanks to Linda).

**Technology**

Evelyn and staff are thankful for the second monitor.

**Programs**

The library received a surprise visit from the 4H Lego Club. They were doing research for a recycling project. Evelyn respectfully requested a “heads up” on the next visit so she could gather information.

### **Professional Development**

SILC will have a customer service presentation on May 3 in Epsom. All staff will attend.

### **Repairs**

Kevin McDonald has given a \$150 estimate on the installation of a second railing. We are on his work schedule.

### **Old Business**

Evelyn will send a letter of intent for the Moose Plate grant for the completion of the architectural rendering of the library.

Chris Carr, Dana van der Bijl, and Linda McNair-Perry are running for another term.

### **New Business**

The owner of the cleaning service will be coming one day a week until Robin is able to return.

No library concerns at the deliberative session.

Different ways of handling museum passes were briefly discussed. We like our current method at this time.

Evelyn is working on written policies for library functions in preparation for her retirement. Linda is also working on writing a log of procedures for the treasurer’s position.

**For the good of the order:** Jan read a newspaper article about the importance of libraries. Mal announced he would be on Public Radio Thursday, February 4, 9-10 am speaking about the universe.

**Meeting adjourned at 7:49 pm.**

Next meeting will be Monday, **March 7, 2016 at 7:00 pm.**

Respectfully submitted by Dee Jones