

Philbrick-James Library
Meeting of the Board of Trustees
Draft Minutes – July 11, 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

Minutes from June meeting are accepted as written.

Treasurer's Report

Checking: \$33,340.10 Savings: \$49,549.57

Reimbursements: \$50 to Joan Bilodeau for spending Jack Sherbourne's donation
 \$100.96 to Evelyn for games for the summer reading program
 \$65 to Mal for the NHLTA conference
 \$16.95 to Evelyn for purchase of book by local author

Renewals of yearly discount passes were approved for Seacoast Science Center and Strawberry Banke. A total of 12 families/44 people used passes for the Science Center; 17 families/63 people used passes for Strawberry Banke.

Librarian's Report

Programs

Kick off was a success. Everyone – parents, children, and Evelyn -spent a pleasant evening together; 68 children signed up for summer reading. Twelve children have attended reading sessions at Veasey Park.

Programs

Mel will report on her library retreat at the next meeting since she will not return till tomorrow.

Repairs

Door chime was repaired by Evelyn after reading the manual. Someone is filling in for Robin, our regular cleaning person, who is experiencing serious health issues.

Old Business

Evelyn's "heads up" letter to the Selectmen will include the projects completed: hand railing installed, painting done on the exterior, and the pending items which include: ice and water safety concerns outside, refinishing of wood floors, repair of linoleum in the lift up and bathroom. She will also reiterate the need for her replacement and the possible addition of a children's librarian.

Performance reviews have been completed and submitted.

Technology

New printer is excellent. Evelyn will research the feasibility of acquiring Microsoft Office.

Incident

June 21, 2016 a patron fell in front of the library. She used the first aid kit provided by Evelyn to clean and bandage her injury. Evelyn filled out appropriate forms and turned them into the town office. Evelyn also took photos of the area where she fell and forwarded them to the insurance company.

Budget

A lengthy discussion on future library staffing considering Evelyn's retirement next year resulted in the formation of a subcommittee to research options, requirements, and pay scale. The committee members will be: Chris, Jan, and Anne with Evelyn as consultant.

Meeting adjourned at 8:57 pm.

Respectfully submitted,

Dee Jones