

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

**Draft Minutes – August 1, 2016**

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

**Meeting called to order at 7:09 pm**

**Secretary's Report**

Minutes from the July meeting were accepted as written.

**Treasurer's Report**

**Checking:** \$32,815.23      **Savings:** \$49,551.67

**Librarian's Report**

Passes authorized at the last meeting are already in circulation and being utilized.

**Technology**

All four computers were upgraded with Microsoft Office Professional Plus, and the fee of \$40 per machine was donated by a generous patron. Jill Carr performed the installation.

Board entered a **closed session at 7:25 pm**. No actions were taken. Re-entered public session at **7:34 pm**.

The board voted to send **Mel Graykin** a letter of congratulations for completing her ALA training program. Dana will draft a letter and send it to Mal, who will sign as Chair and send it on to Mel.

Dana will also design a letterhead for future use.

**Budget**

The budget for 2017 was discussed in detail with particular focus on the staffing needs for the coming year. Linda will contact the Town of Deerfield to find out about earned time off payouts and will touch base with Evelyn before the budget paperwork is finalized.

**Old Business**

Meeting adjourned at 8:18 pm

Our **next meeting** will be held on **Monday, September 12<sup>th</sup>** (because of the Labor Day holiday). Mal will not be able to attend. Chris will lead the meeting.

Respectfully submitted by:

Dana van der Bijl, Secretary