

George Holmes Bixby Memorial Library  
Board of Trustees Meeting Minutes  
January 7, 2016

**In Attendance:** Deborah Rogers, Chair; Elizabeth Hunter Lavalley, Treasurer; Robin M. Haubrich, Secretary; Janet Hicks, Trustee; Paul Lawrence, Trustee; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian

**Member(s) of the Public:** No members of the public were present.

Meeting convened at 6:05 pm.

### 1. Minutes

- a. It was moved, seconded and approved to accept the December 3, 2015 minutes as presented.

### 2. Librarians' Reports

- a. Carol reported the library was able to keep about \$1000.00 below budget, which will go back to the town.
- b. As in the past, activity in the library was quiet after the holidays.
- c. The 12-month stats reflect an increase in patrons and circulation.
- d. Upcoming programs were reviewed.
- e. Mary reported story time was rescheduled to Tuesday to avoid conflict with the after school skiing program.
- f. Programs for children were discussed ("1000 Books", toddler story time, maker space)

### 3. Treasurer's Report

- a. Elizabeth reported we remain in good financial condition, as per the files she emailed to the board.
- b. The treasurer's report was moved, seconded and approved to be accepted as presented.

### 4. Old Business

- a. Deb reported that she has not received a response from Greg Cope re: window restoration, and will contact him again.
- b. Deb will approach Joe Valentine regarding a landscape design suitable for the front of the library.
- c. Paul got together with Miller Plumbing. They were able to unclog the downstairs toilet. It is their opinion that due to a dip in the plumbing underneath the cement floor that the system will continue to clog. The only solution would be to dig up the cement floor to access the problem area. It was decided that that bathroom be locked and closed to the public, to be opened in only the extreme case. The public will be directed to use the upstairs bathroom. Paul will approach Miller Plumbing for an estimate or recommendation as to the completion of a bathroom on the second floor. Paul will ask Henry Kunhardt if he has the plans for the plumbing/geothermal system, and request they be returned to the library's files.
- d. Jan reported that she is still waiting for verification from the state confirming the dissolution of the Foundation.
- e. Jan states the Harwood will has been archived and reports John Arnold intends to find it to read to determine the appropriate use of funds.
- f. Paul will continue to trap squirrels in the attic. He will ask the Town Administrator if the library can be added to the town's J.P. Pest contract.
- g. The town administrator will let the staff know when Contoocook Plumbing will come to work on the geothermal system. If the system fails, Pinney is NOT to be called. Carol has emergency numbers (town administrator, Contoocook Plumbing) to call.

**5. New Business**

- a. Elizabeth and Paul stated they intend to run again for the Library Board of Trustees, and will put their names on the ballot.
- b. The board was asked to bring suggestions for alternates to the next meeting.

**6 . Public Comment**

- a. There was no public comment.

**7. Adjournment:**

- a. A motion was moved, and seconded and approved to adjourn at 7:10 PM.

Next Meeting: February 4, 2016 at 6 PM.

Respectfully submitted,  
Robin M. Haubrich, Secretary