

George Holmes Bixby Memorial Library
Board of Trustees Meeting Minutes_FINAL
February 5, 2015

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

Absent: Kelly Marshall, Trustee

Meeting convened at 6:12 pm.

1. Minutes

- a. The January 8, 2015 minutes were moved, seconded and approved to be accepted as presented.

2. Librarians' Report

- a. The library stats provided by Carol reflected a positive increase in library use and attendance.
- b. Carol distributed the emergency contact information sheet that will be posted at the librarians' desks.
- c. The delivery of the art hanging system is anticipated. Paul St. Cyr will cut the molding; volunteers will prime and paint those pieces before installation.
- d. A calendar of future library events was distributed and discussed.
- e. Capitol Alarm Systems contacted Carol to report a problem with the fire safety system. The majority of the alarm system remains in working order. The issue has been discussed with, and turned over to, Mike Branley.
- f. Mary reported that story-time has begun and is very popular.
- g. Mary was complimented on the new arrangement and display of books and materials downstairs, and the increase in those books being checked out.

3. Treasurer's Report

- a. Elizabeth suggested the Little, Fletcher and Tilton donations, totaling \$300.00, be applied toward the purchase of rugs for the downstairs. It was moved, seconded and approved to do so.
- b. The 01/23/15 meeting with Waddell and Reed was discussed. Changes were made to our portfolio following their advice.
- c. The treasurer's report was moved, seconded and approved to be accepted as presented.

4. Old Business

- a. It was moved, seconded and approved to authorize the increase of up to \$800.00 for the purchase of rugs downstairs.
- b. Robin and Jan will review the attic clean up with the librarians.
- c. Mike Branley will complete the NH Conservation and Heritage Moose Plate License Program application. Trustees will contribute a letter of support and a summary of the history of the library. Robin will draft the history and submit it to Deb.

5. New Business

- a. Upcoming annual performance reviews were discussed.
- b. The board is asked to complete a review of library policy by their next meeting.

6. Public Comment

- a. There were no public comments.

7. Adjournment:

- a. A motion was moved, and seconded and approved to adjourn at 6:55 PM.

Next Meeting: March 5th @ 7:00 pm

Respectfully submitted,
Robin M. Haubrich, Secretary