

George Holmes Bixby Memorial Library
Board of Trustees Meeting Minutes
April 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: Charles "Mike" Swinford

Meeting convened at 6:05 pm.

1. Minutes

- a. It was moved, seconded and approved to accept the March 5, 2016 minutes as presented.

2. Election of Officers

- a. It was moved, seconded and approved that the new board of officers be as follows:
Elizabeth Hunter Lavalley- chair; Jan Hicks- treasurer, Robin Macrae Haubrich-secretary.
- b. The board unanimously passed a resolution to acknowledge the good work of Deb Rogers in her position of chair.

Librarians' Reports

- a. Carol reported the March statistics reflect the library is doing well.
- b. In March, the Frankestown Fire Department inspected the emergency alarm and lighting system, and found no problems.
- c. Carol reviewed upcoming programs.
- d. Carol and Mary attended a "Senior Solutions" workshop, where they learned that programs involving the Visiting Nurse Association travel programs and the River Center programs are available to libraries. It was suggested the Friends of the Library could collaborate those programs with the library. Deb offered to continue to be the liaison with that group and go forward establishing these services.
- e. Carol reviewed the upcoming workshops she and Mary will attend.
- f. Notification of new titles in OverDrive were emailed to patrons, as well as a link to free audio and dis counted Kindle books.
- g. The book discussion committee has developed a schedule for a meeting every other month. Four titles and four facilitators have been chosen.
- h. Mary outlined programs taking place in the children's library.
- i. Mary met with the Frankestown Elementary School staff to coordinate the launch of the summer reading program there.
- j. Mary received a grant for the summer reading program. She has applied for a grant covering a possible visit from the Boston Bruins' mascot and the Cliff Grant.

3. New Business

- a. It was moved, seconded and approved to cover the registration expenses for the board to attend the NHLTA Conference on May 23rd, \$65.00/person, up to \$325. Deadline is May 9, 2016.
- b. The formation of committees to address key issues were formed, as listed:
 - Weeding of the collection- Jan and Deb
 - Code of Conduct Policy developement - Paul and Robin
 - Library hours - Elizabeth and Paul
 - Carol's new office - Jan and Deb
- c. Patron suggestions:
 1. Bridge and mahjong lessons, perhaps led by Vicki Klein.

2. A gas fireplace
- d. Deb reported on her meeting with the Friends of the Library. They are planning to hold a fund-raiser in July. Deb will help coordinate.

4. Old Business

- a. Paul will ask Selectman Henry Kunhardt to look into concerns Donny Abbott raised at town meeting re: the library's open loop geothermal system and the fuel leak in the area.
- b. Deb reported on the results of the granite committee's trip to Swenson Granite Works. Due to the substantial expense of installing a granite table and benches, it was suggested to install a wall bench and a semi-circular bench. Swenson's offered a 15% discount. Engraving costs were discussed. It was moved, seconded and approved to spend up to \$2200.00 from the Harwood Fund to purchase the benches.
- c. The installation of the second floor bathroom was discussed. Paul will ask Steve Miller if the toilet, sink, and hand dryer from the closed bathroom can be relocated to the new bathroom. It was estimated to cost ~\$1000.00. It was moved, seconded and approved to use up to \$1500.00 from donations to cover the cost of the new 2nd floor bathroom. The old bathroom area, cleared of fixtures, will be used for storage.
- d. Jan will ask Isabella Hill if she wishes to donate a picture of Dome Harwood to the library.

5. New Business

- a. Paul asked Carol to investigate getting free books from the Library of Congress.

6 . Public Comment

- a. There was no public comment.

7. Adjournment:

- a. A motion was moved, and seconded and approved to adjourn at 7:27 PM.

Next meeting: May 5, 2016 at 6 PM.

Respectfully submitted,
Robin M. Haubrich, Secretary