

George Holmes Bixby Memorial Library: **Minutes, Board of Trustees Meeting, Jan 5, 2012**

**In Attendance:** Cathy Gombas, Trustee, Nancy Hibbard, Trustee & Chair, Paula Hunter, Trustee & Treasurer, Gloria Normile, Trustee & Secretary, Carol Brock, Library Director, Stephanie Lee, Alternate Trustee. The meeting was called at 8:15PM

**On Motions Made and Seconded,** it was unanimously approved to accept: **The Minutes of Dec.1, 2011, The Treasurer's Report (attached) for October, November, December 2011 and donations (accepted with gratitude) of \$150.00.** Paula reminded us that the audit is due the last week of January.

Nancy passed around a list of possible questions to be used in drawing up the Master Plan. This was deemed mostly irrelevant by those present and it was suggested that the trustees instead issue a statement saying we want to continue to improve the services offered our patrons and requesting their suggestions. Paula pointed out that we needed to indicate any items we would need long term, i.e. in the next five years, as well as items that needed to be done soon, such as window repairs and the cleanup of the attic

Carol passed out the Stats Sheet (attached) and the Actuals from the Board of Selectmen (also attached). She pointed out that the Actuals do not represent the entire year of 2011, and that when all final expenses are included the over budget amount will be closer to \$700.

Re. the bill for installation of the freestanding lantern, it was recommended by Paula that we use the over budget amount to pay for this.

Nancy will draft a Trustees' Town Report, due January 17, and send it out to us.

Nancy will also call Terry Knowles at the State Attorney General's Office to get us started on the investigation into the Harwood Fund.

Carol recommended two strong candidates for future Trustees: Debbie Rogers and Kelly Marshall. Nancy will call them both.

There were 66 downloadable books checked out in the past seven months. It is anticipated that this number will continue to increase as the general public becomes more familiar with the electronics.

Carol also reported on past and future craft projects, noting that they have become very popular.

Re. Performance Assessments: Paula passed out temp plates to be used in this process; Carol handed out her own performance appraisal. It was agreed that the Trustees will go over this paperwork at home and then meet in closed session at 1PM on January 14<sup>th</sup> to discuss same.

The meeting was adjourned at 8:45PM.

Respectfully submitted,  
Gloria Normile, Secretary