

GEORGE HOLMES BIXBY MEMORIAL LIBRARY, **Minutes of the Meeting of the Board of Trustees on May 5, 2011**

In Attendance: Nancy Hibbard, (co-chair with Mike Petrovick, who was unable to attend) Gloria Normile, Paula Hunter, Carol Brock, Mary Farrell, Alternates Linda Roche and Stephanie Lee and Public Attendee Polly Freese

The meeting was called at 7:05PM. **The minutes of April 7, 2011 were accepted** as published, with Nancy reiterating the request that Paul Hunter submit a statement of the account balances when she is not able to attend the Board meetings. Nancy also requested that Paula provide at her convenience a brief description of each account: where it comes from and what the money is used for. It was also clarified that Heidi Dawidoff would show her makeup movies at her own home instead of at the Library.

The treasurer's report of accounts for January, February, March and April 2011 **were accepted** as published. **It was voted to accept with gratitude** February and March (2011) donations totaling \$66.89

Librarian's Report:

The statistics for April 2011 are very similar to those of April 2010.

- Board members provided Carol with contact information for the N.H. Library Association
- Gerri Bernstein offered to do a library display with the theme of conservation, featuring a night recording camera which she would donate to the library for lending out to patrons
- Another patron offered to donate jigsaw puzzles for use in the library, but Carol pointed out that she needed a table for these puzzles. A folding table, ideally donated by a patron, was suggested.
- Paula agreed that Carol should take it upon herself to purchase holders for toilet paper and paper towels for the bathroom on the main floor, with a spending limit of \$200.
- There will be library-sponsored events on May 12th, 20th and 31st, as well as an in-house training session for downloadable books on June 8th.
- Carol would like to have some landscaping done at the back of the library so that patrons could use that area. The selectmen must be requested to go on record as accepting the responsibility for liability. Nancy will send a letter to the selectmen on this matter.
- Carol pointed out that something needs to be done to remedy the situation of water falling at the drip line around the back of the building. This has caused the creation of a small ditch around the drip line and rusting of the hardware on the back door. Nancy will include this issue in her letter to the selectmen.
- There is a serious problem with moisture and offensive odors in the basement, most likely originating from the malfunctioning toilet. Board members went to the basement with Carol and Mary to examine the problem area.

It was agreed that the bathroom wall needs to be cut into in order to examine the pipes behind it. Carol will contact plumber Jarvis Adams.

- At their request, Mary will conduct a class, How to Use the Library, for homeschoolers, grades 1-7.

Outdoor Lighting Schedule and Landscaping Plan:

Nancy will speak with Mike and request that the lighting be completed by the end of May.

Landscaping cannot be accomplished until the lighting is installed.

Staff Reviews Nancy reminded Carol that staff reviews are due.

Public Comment Polly Fries pointed out that a night recording camera requires a sturdy support, i.e. a strong tripod, in order to prevent the camera from being damaged. She suggested that we may not want to become involved with lending out such a camera.

The meeting was adjourned at 8:07PM

Respectfully submitted,

Gloria Normile, Secretary

Attachments: 13-Month Revolving Stats 2011 and Treasurer's Report, January, February, March & April, 2011

