

George Holmes Bixby Memorial Library: Minutes, Board of Trustees Meeting, May 2, 2013

In Attendance: Deborah Rogers – Chair, Elizabeth Hunter Lavalley – Secretary, Paul Lawrence – Trustee at Large, Carol Brock – Head Librarian, Mary Farrell – Children’s Librarian. Also Thomas P. Anderson as a member of the public and a representative from the Master Plan Sub-Committee of the Planning Board.

The meeting was convened at 7:00 PM.

On Motions Made and Passed: It was unanimously approved to:

1. Accept the minutes of the prior meeting.
2. Accept the Treasurer’s report.
3. Adopt the Town’s Policy that all projects costing over \$5,000 are to be put out to bid.
4. Revise the Library’s Policy, Item 10.3, from the May 2012 revision which states, “An extra set of keys is in the Selectmen’s Office. Keys have been distributed to the Police Chief, the Fire Chief, and to each of the trustees” to read “An extra key is in the Selectmen’s Office. Keys also have been distributed to the Police Chief, the Fire Chief, and upon request, will be given to the Chair of the Trustees or a Chair Designee.”
5. Authorize Carol Brock to proceed with Paul Knight, accepting his proposal for carpentry and painting work up to \$995 to repair the front entry with donated proceeds from the library calendar fundraiser.
6. Authorize Carol Brock to proceed with basement bathroom repairs with Cheshire Plumbing so that the library will again have two bathrooms for public use. Going forward, Carol and Mary will at their discretion manage public use of bathrooms, potentially closing during freezing weather and/or during large group events, to minimize future problems with this bathroom.
7. Choose Robin Haubrich as a library alternate, assuming she remains interested, and submit her name to the Selectmen for approval and appointment.
8. Close the library for the day on Friday, May 31, if necessary, so that Carol Brock and Mary Farrell can attend the annual NH library conference for professional development.

Public Comment:

As the sole member of the public who attended this meeting, Tom Anderson was on the agenda and came to discuss the Town’s Master Plan and request the Trustees’ participation in finalizing the section relating to the library. Tom provided the trustees with a small packet of helpful materials, including the past master plan and current draft as it relates to the library.

Librarian’s Report:

Carol Brock:

1. Provided Trustees with Cathy Gombas’ Treasurer’s report, which is attached.

2. Provided 13-month revolving library statistics, including 4 new line items tracking use of library computers and use of "Overdrive" to download electronic books and other items such as CDs. Report is attached.
3. Reported no progress on plumbing issues since prior meeting. Downstairs bathroom remains out of order. Geothermal well filtration system is currently being manually drained once a month by Capital Well which is a temporary solution.

On Future Actions Items: It was decided to:

All trustees:

1. Consider candidates to be proposed at next trustee meeting (now scheduled for Thurs, June 6) for one remaining open alternate position on Board, with an eye to preliminary succession planning by providing experience to potential future library trustees.
2. Read materials relating to the library's section of Frankestown's Master Plan and come to June 6 meeting prepared to discuss what should be contained in the new version, related to our 10-year vision for the library. We must finalize this section of the Master Plan at our July meeting and submit it to the Planning Board soon thereafter.
3. Use discretion with e-mails, e-mailing any messages or materials to all Trustees when, but only when, it is necessary and appropriate.

Debbie:

1. Will be at library from May 14 to 17, while Carol is away, to support and assist Mary Farrell and the library patrons, as appropriate.
2. Will provide clarity to Friends of the Library so that they do not unintentionally limit the library in its use of the proceeds of their fundraisers.
3. Will take any steps necessary to get Library policy changed, as detailed in Motion #4 above.

Paul:

1. Will meet with NH State Extension Service personnel about the availability and any cost for assistance with design and planting choices for the library's front yard, with focus on challenges and opportunities related to potentially heavy foot traffic and use, and also the need for limited watering to avoid any water seepage into the basement.
2. Confirm with Town Offices that \$5,000 is the number over which town projects go out to bid.

Elizabeth:

1. Will contact Janet (Jan) Hicks, on Old Country Rd N, and find out if she might be interested in being appointed as a library alternate. If she is interested, will urge her to attend the next board meeting, if possible, and also come into the library and introduce herself to Carol and Mary.

Carol:

1. Make a copy of Master Plan reference materials, relating to Library, that each trustee can pick up from her at the front desk and review prior to the next meeting.
2. Will determine new paint colors for front entry, with input from Debbie Rogers.
3. Will get library key back from former Chair Nancy Hibbard.
4. Will contact Cheshire Plumbing to proceed with repairs on downstairs bathroom, including fixing the seal leak.
5. Will contact Paul Knight to schedule carpentry and painting repairs on front entry, asking him to consider more competitive labor rates for painting portion of job. (see also Motion 5 above.)
6. At her discretion, will approach volunteers Nancy Hibbard and Polly Freese about manning library on Fri. afternoon, May 31, when she and Mary are away at the NH Library Conference, so that the library will only be closed in the morning. Will also provide clear signage in the doorway well in advance to alert patrons to change in library hours that day (see also Motion 8 above.)
7. Will ask Library Trustee Treasurer Cathy Gombas to replace "Funds raised by the Friends of the Library. Funds to be used for the 90th birthday celebration" with "Funds raised by the Friends of the Library. Funds to be used for Library Wish List" in comment section in her financial report on line item for "Cupcake Fundraiser."

The meeting was adjourned at 9:13 PM.

Respectfully submitted,
Elizabeth Hunter Lavalley, Secretary