

# George Holmes Bixby Memorial Library Minutes\_final

June 5, 2014

**In attendance:** Deborah Rogers - Chair, Elizabeth Hunter Lavallee –Treasurer, Robin Macrae Haubrich - Secretary, Jan Hicks- Alternate Trustee, Carol Brock - Head Librarian, Mary Farrell - Children’s Librarian

**Absent:** Kelly Marshall - Trustee, Paul Lawrence - Trustee

Meeting convened at 6:50 PM

## 1. Minutes

- a. The May 1, 2014 minutes were approved as presented.

## 2. Librarians’ Reports

- a. Carol Brock distributed the library stats, and there were no questions.
- b. Carol Brock distributed Michael Branley’s April 2014 town financial report, stating that the Library continues to be on target.
- c. “Library Reads” was going well.
- d. Patron cards have been ordered and should be in-house in 4-6 weeks. No response as yet from the *Francestown News* re: making a donation to cover that expense.
- e. Book marks should be ready in 1-2 weeks.
- f. The librarians are working on the patron application and policy, to be reviewed by the Board.
- g. Carol stated Steve Chamberlain (IT) strongly suggested adopting a 3-5 year technology plan.
- h. The fire extinguishers have been updated.
- i. The A.W.E. presentation will be Monday, June 9 at 10:30 am.
- j. It was agreed to close the Library Saturday, July 5, 2014. Appropriate notification to be displayed.
- k. A motion was made, seconded and approved to accept the Assistant Librarian job description, and in the future review to the “Guidelines” section.
- l. Carol expressed appreciation of the Board’s support during the automation effort.
- m. Mary outlined her plans for the summer reading program that runs from 06/21/14 to 08/06/14.

## 3. Updates and Announcements

- a. Deb Rogers relayed an update from Paul Lawrence:

- Scott Jenkins has not yet made the table for the Red Room.
- Paul St. Cyr stated that difficulty securing appropriate wood was preventing him from beginning the construction of the bookcases.
- Paul has not heard from PSNH re: the energy audit, but said that Mike Branley was talking about a possible town-wide energy audit (of town buildings including the library).
- Paul knows a group of men that may be able to help with the lawn, if needed.
  - b. Deb presented a proposal for a 3-5 year technology plan based on the 05/30/14 meeting with Steve Chamberlain that would cost up to \$2500.00. The work should start around August. A motion was made, seconded and approved to accept that plan; Carol will contact Steve to begin.
  - c. Deb presented a letter to be sent to the Board of Selectmen stating the immediate need for chimney repairs.
  - d. It was agreed to move the 07/03/14 Board Meeting to 07/10/14 at 7pm.

#### **4. Treasurer's Reports**

- a. Elizabeth Hunter Lavallee reported the Library's financial situation is strong, as stated in her summary of accounts.
- b. The Wish List items were reviewed. Elizabeth expressed the need to write the final checks for these items no later than 12/31/14.
- c. A motion was made, seconded and approved to spend up to \$250.00 to relocate the sign outside the library and update its lettering.

#### **5. Public Comment**

- a. None

A motion was made, seconded and approved to adjourn at 8:50 PM.

Upcoming Meetings: Thursday, July 10th @ 7 pm.

The August meeting will be on 08/07/14 @ 7pm.

Respectfully submitted,

Robin Macrae Haubrich, secretary