

George Holmes Bixby Memorial Library
52 Main Street • Francestown NH
Board of Trustees Meeting Minutes
July 7, 2016

In Attendance: Elizabeth Hunter Lavallee, Chair; Jan Hicks, Treasurer; Robin M. Haubrich, Secretary; Paul Lawrence, Trustee; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian

Absent: Deb Rogers, Trustee; Mike Swinford, Alternate Trustee

Member(s) of the Public: none

Meeting convened at 6:06 pm.

1. Minutes

a. It was moved, seconded and approved to accept the June 2, 2016 minutes as presented.

2. Librarians' Reports

a. Mary reported the summer reading program was off to a slow start, partially due to the unexpected re-scheduling of the kick-off presenter, and the scheduling of different summer camps. Recent programs, though, have proven to be popular.

b. Carol distributed handouts: current trustee contact information, monthly receipts, town budget report, and monthly stats. She reviewed the July to September event schedule and information on a traveling exhibit of children's drawings from Ukraine. She reported that the town budget reflected the library's expenses were right on target and that she was happy with the June stats.

c. Plans for the September Labor Day celebration were discussed. The board stressed that it was not mandatory that the Library have a presence in the parade. It was mentioned the Friends of the Library could take this project over if they wished. Deb will be asked to mention this to the Friends. Library hours on Labor Day will be finalized in the August board meeting.

d. Carol opened a discussion on placing the Library Policy on the town website. She suggested some items may be considered **not** part of policy, and therefore should **not** be on the website. Carol was asked to bring a list of what items she would like to appear, and items she would like withheld from the website to the August meeting. Elizabeth offered to print and distribute a copy of the Library Policy for each board member. This discussion will continue in the August board meeting.

e. A discussion over the nature of the new hours of operation ensued: are the new hours temporary or permanent? Carol stated she would like to discourage additional programming during the new evening hours, for that would skew the number of 'regular' patrons coming in at that time. The board encouraged her to consider the new hours an established reflection of the needs of the town's population, and to act and plan with the direction, energy and enthusiasm that the new hours are to remain in place. That said, over time, new hours will be reviewed and additional changes could be made by the board to even better reflect the needs and interests of patrons in town. Carol and her staff will play a role in this ongoing review and analysis. The whole Board will be active in open house events and publicity for the new hours which go into effect September 2016.

2. Treasurer's Report

a. Jan reported there was a decrease in the Waddell & Reed Harwood account this month in the amount of \$148.20 or approximately .0032%.

b. No payments were made from the TD Bank General Operating Account.

c. Cash deposits in the amount of \$102.55 were as follows:

Income from Copier: \$5.20

- Income from Fax: \$7.70

- Fines: \$49.65
- Card Replacement: \$5.00
- Unrestricted Use Monthly Donation from Heidi Dawidoff: \$25.00
- Unrestricted Use Donation from Katie Allen: \$10.00

d. The treasurer's report was moved, seconded and approved to be accepted as presented.

4. Old Business

Committee Reports:

- a. Landscaping: Paul will update Deb and she will continue to get bids and information for a combination of hardscaping and low-maintenance plants in the front yard. Local master gardeners could be asked to develop a design, or Deb can approach Brent Paradis.
- b. Jan will approach the Hazels re: maintenance of the fence between the Library and their residence.
- c. Paul has bought fixtures for the upstairs bathrooms (he will be reimbursed \$401.23 from the building fund). He will be in contact with the Miller Brothers re: installation. They will also be asked to remove the old fixtures in the children's area bathroom. Jan and Robin will help clean out the upstairs area and move items to the newly established 'closet' in the lower level.
- d. Window Restoration: Elizabeth reported the town administrator stated the Request for Proposal had generated only one bid. Jamie Pike has extended the bid to July 7. Elizabeth will continue to contact him monthly re: progress on this effort. It was mentioned the funds approved for Library window restoration at the 2016 town meeting, if not used, would still be available in "unexpended funds". Paul will try to take part in visits from companies that would like to review the job.
- e. Weeding the Collection - (Deb and Jan) Good progress made but slow progress of late due to personal travel schedules.
- f. Code of Conduct Policy - (Paul and Robin) The latest draft of the policy was reviewed. It was moved, seconded and approved to accept the Code of Conduct policy with the changes as summarized in our discussion. The Code of Conduct is to be posted in at least two places in the Library, and will go into effect July 31, 2016. The staff is encouraged to direct all complaints or comments re: this policy to the Board.

5. New Business

- a. The time of the monthly board meeting has been moved to 7pm. on the first Thursday of each month, starting in September 2016.
- b. The effort to establish a library website separate from the town site has been tabled. Robin will contact Rebecca Harris with this update.
- c. At the next meeting, Jan will determine how much money is in the "Wish List Fund". In subsequent meetings, Carol and Mary will produce a list of items they need for the Library that could be purchased with that money.
- d. Section 8.2 of GHBML Policy on accepting gifts was clarified, as was the coordination and communication with Selectmen relating to grounds around the library.

6 . Public Comment

- a. There was no public comment.

7. Adjournment:

- a. A motion was moved, and seconded and approved to adjourn at 7:52 pm.

Next meeting: August 4, 2016 at 6 pm.

Respectfully submitted,
Robin M. Haubrich, Secretary