

George Holmes Bixby Memorial Library
Board of Trustees Meeting Minutes
July 2, 2015

In Attendance: Elizabeth Hunter Lavallee, Treasurer; Robin M. Haubrich, Secretary; Janet Hicks, Trustee and acting chair; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian; Mark Pitman, Alternate Trustee

Absent: Deborah Rogers, Chair; Paul Lawrence, Trustee

Member of the Public: Charles "Mike" Swinford

Meeting convened at 6:10 pm.

1. Minutes

- a. It was moved, seconded and approved to accept the June 4, 2015 minutes as presented.

2. Librarians' Reports

- a. Carol stated the monthly stats for June will be sent out as soon as possible.
- b. Carol and Mary will present a new wish list at the August meeting.
- c. The broken downstairs bathroom is still being used despite an "Out of Order" sign. A plumber has yet to be called. Carol will arrange that work to fix it be completed soon.
- d. The art hanging system will be installed by Paul St. Cyr the week of July 6. An exhibit of Francestown Fire Fighters will be hung for Labor Day, matching the theme of "Superstars and Superheroes".
- e. Paul St. Cyr will fix the downstairs window, replace the lock on the attic door and replace the door knob on the downstairs bathroom.
- f. The tree in the backyard has been cut down, but the wood needs to be removed.
- g. Scott Jenkins has not yet removed the lumber from the attic. Carol will call him to remind him.
- h. In the effort to promote the library as community space, Carol discussed future group meetings and potential theatrical readings..
- i. Joe Valentine and the Friends made suggestions of landscape design in the front of the library. The newly installed faucet is available.
- j. Twenty-three children attended the mask-making event featuring Greek heroes.
- k. Mary reviewed upcoming programs for the children (Dale Zelko, cape-making, the July 11th show).
- l. The library received a \$150 donation from Edmund Good, matching prior donations in memory of his late wife, Elaine Dash. This brings the total donations in her memory to \$300. Ed has spoken with Mary and Carol about having these funds spent this year on something for the children.
- m. Kelly Marshall is planning another story walk in the town forest.
- n. 130 pairs of mittens have been made for the mitten drive.

3. Treasurer's Report

- a. Elizabeth reported we remain in good financial condition, as per the files she emailed to the board.
- b. The treasurer's report was moved, seconded and approved to be accepted as presented.

4. Old Business

- a. Michael Branley has not yet met with Deb and Paul to discuss the town landscaping in the front of the library.
- b. There is no update on the findings of the geothermal team.
- b. Carol and Mary have successfully created separate Facebook pages for Carol and the GHBM Library.
- c. Foundation status: Jan has received all the information needed from Ben Watson, and, after receiving information from Waddell and Reed, will submit it to the State. She anticipates no fines.
- d. Books have not been removed from the attic for the Labor Day book sale. Carol will complete this

effort.

e. The book browser has not yet been ordered; although there has been a price increase, Mary will make the purchase.

f. The librarians will choose the next ads to run in the *Francelstown News*; at Mark's suggestion, Robin will design an ad featuring "Gaming".

g. A vacuum cleaner has not yet been purchased. Carol and Mary will complete this assignment.

5. New Business

a. It was moved, seconded and approved to allow Mary to be paid for the July 4th holiday.

6 . Public Comment

a. Mr. Swinford expressed appreciation for the recent library articles in the *Francelstown News*.

7. Action items:

a. Carol and Mary will present a new wish list at the August meeting.

b. Deb, Paul and Michael will discuss suitable landscaping and water use in the library's front yard.

c. Carol and Mary will go through boxes in the attic and library in an effort to throw out what is no longer needed or in poor repair. This needs to be done soon, for the books discarded are to be donated to the Labor Day sale.

d. Carol and Mary will purchase a vacuum cleaner.

e. Carol will arrange for a plumber to fix the downstairs bathroom.

f. Robin will design a Gaming ad to appear in future issues of the *Francelstown News*.

g. Elizabeth and Carol will research a Humanities Council topic on women.

h. Carol will arrange for the wood to be removed from the back yard.

i. Carol will call Scot Jenkins re: wood in the attic.

j. The librarians will deliberate on how best to spend the Good/Dash contribution.

k. Mary will purchase a book browser.

9. Adjournment:

a. A motion was moved, and seconded and approved to adjourn at 7:06 PM.

Next Meeting: August 6, 2015 at 6PM

Respectfully submitted,
Robin M. Haubrich, Secretary