

# George Holmes Bixby Memorial Library Minutes\_Final

July 10, 2014

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

**Absent:** Jan Hicks- Alternate Trustee

Meeting convened at 7:08 PM

## 1. Minutes

The June 5, 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 May 2014 town financial report, stating that the Library budget continues to be on target.
- c. Status of Library Assistant hire: 2 candidates were interviewed, neither was considered a good fit. Carol will contact the local papers to place an advertisement for the position.
- d. Shelving in the Red Room is underway and should be completed within days.
- e. The table for the Red Room has been built, and will be ready for installation after staining is complete.
- f. The front door and book drop off box have allowed in rain during the recent storms. Carol will contact the town administrator re: putting gutter cleaning and inspection on an annual maintenance schedule. Paul Lawrence will determine a solution to the problem.
- g. Carol stated Steve Chamberlain (IT) has determined three routers will be necessary to network the library and provide the needed security. The cost for the 3 routers will be +/- \$522.00 (3 x \$174.00).
- h. Discussion on the design, cost and funding for the bookmarks has been postponed until the next meeting.
- i. The beginning of the summer reading program has been very popular.

## 3. Updates and Announcements

- a. Deb Rogers reported she submitted the chimney repair estimate to the Selectboard. They will not be able to determine if the Town will have those finances available until the fall. Mike Branley suggested the chimney repair may be able to be bundled with a grant to replace the windows. A motion was made, seconded and approved to use \$4999.00 from the Memorial Building Fund for this repair if the town does not cover the cost.
- b. Deb Rogers stated the sale offer for the A.W.E system ends Tuesday, July 15. Elizabeth stated Ben Watson was hopeful the Foundation money would come

in by then. A motion was made, seconded and approved to buy the A.W.E. system at the sale price of \$2728.00. Kelly abstained from the vote.

c. Deb Rogers reported that JB Pest Control has been contacted to give an estimate re: the flying squirrel in the attic.

d. It was agreed that the date on the sign outside the library should read: "Founded 1873".

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

Elizabeth Hunter Lavalley reported the Library's financial situation is strong, as stated in her summary of accounts. A motion was made, seconded and approved to accept that summary as presented.

#### **5. Policy Update**

Carol and Mary presented newly developed application forms for GHBM Library cards (resident, non-resident, temporary, seasonal, juvenile) and the rules and responsibilities that accompany them. Carol and Mary also submitted the policies for those cards. These items were reviewed extensively. A motion was made, seconded and approved to accept the application forms and policies as amended.

Due to the fact applications for the new library cards will begin to be filled out August 1, and the system will go live September 9, Deb offered to write a letter to appear in the August 2014 Francestown News outlining the changes library users will encounter.

#### **6. Public Comment**

None.

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

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

Respectfully submitted,

Robin Macrae Haubrich, secretary