

George Holmes Bixby Memorial Library: Minutes, Board of Trustees Meeting, August 1, 2013

In Attendance: Deborah Rogers – Chair, Cathy Gombas – Treasurer, Elizabeth Hunter Lavalley – Secretary, Paul Lawrence and Kelly Marshall – Trustees at Large, Carol Brock – Head Librarian, Mary Farrell – Children’s Librarian. Robin Haubrich, Janet Hicks and Mike Petrovick,– Alternate Trustees. There were no members of the public in attendance at this meeting.

The meeting was convened at 7:01 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. Accept with gratitude a \$1,000 donation from Dorothy Smart, in memory of her husband Ron Smart; memorial gift donations from friends of the MacInnes family, in memory of the late James MacInnes; and the regular, monthly donations from Heidi Dawidoff and Paula Hunter.
4. Not open the library on the Labor Day holiday. Post in the door that weekend an invitation and information about the Saturday, October 19, 2013 90th birthday party at the library.
5. Approve the plan to have a simple lawn (such as grass or myrtle) and some flower planters in front of the library, instead of a more elaborate garden
6. Move forward with plans to host the Community Supper on Thursday, November 7, 2013.

Other Board Matters:

1. Debbie noted that Carol and Mary are doing an excellent job with the library articles they write for *The Frankestown News*.
2. Elizabeth shared very positive feedback on library, its staff and its resources and book collection from out-of-town (Hancock) guests.
3. After discussion, there were no changes made at this time to library policies and procedures.
4. Kelly reported feedback she is receiving, from members of the community, on how difficult it is to read the library’s posted hours sign from the street. Board members agreed that repositioning the sign, for better visibility, was a good idea.
5. Board discussed if current library hours were still optimal for patrons and budget. To be continued at next meeting, giving us time to gather both thoughts and more information.
6. The next Board meeting is scheduled for 7PM on Thursday, September 5, 2013.

Librarians Reports:

Carol:

1. Summarized highlights of attached statistical report on library use activity.
2. Updated board on plans to begin process to fill assistant's position (which is for 8 hours/ week.) She will be using and advertising in library venues to target candidates with librarian background, experience and interest. In the interim, she and Mary are taking on the extra hours to get the work done.
3. Reported that Paul Knight has completed carpentry and painting repairs on front entry and that problems with the Geothermal well filtration system still need to be addressed.
4. Reported on success of Library Friends group and their assistance in coordinating both the Library's Labor Day float and the Oct 19 90th Birthday celebration. Requested trustees' participation and assistance with these two efforts as well. As an example, people are needed to help put the float together on Labor Day morning, and be on the Float in the parade.
5. Reported that Roon and Ed Frost have donated a case of copy paper to the library.

Mary Farrell

1. Reported on another successful summer reading program, involving 37 children. Grand finale party was July 31.

On Future Actions Items: It was decided to:

All trustees:

1. Circle back with Carol on opportunities (that match your interests and availability) to participate in both the library's Labor Day parade float and the October 19, 2013 90th birthday party.
2. Save November 7, 2013 for Community Supper being hosted by the library (Board and Friends) (All Frankestown Community Suppers are held on the first Thursday of the month from 5:30 to 6:30 in the Community Church basement.) **Cathy, Kelly, Paul and Mike will be taking the lead in this effort.** Other board members, and the Friends of the Library, will participate as much as they can. (set up and clean up, serving, making desserts or side dishes as needed, etc.)

Kelly:

1. As a member of the Garden Club, Kelly will continue to work with club leadership, providing them with more specifics about the library's front yard landscaping needs, and getting their feedback on what they would be interested in doing. She will report back to Board at Sept. meeting with a cost estimate and anticipated time lime for this landscaping work.
2. Will work with Carol to come up with a recommended solution for repositioning the sign with library hours. She will inform the board on the resolution of this matter at the next meeting.

Paul:

1. Will complete white painting of porch posts.
2. As member of new Operational Subcommittee along with Debbie, and with assistance from Mike Petrovick, will move forward with resolving the library's plumbing and heating and cooling issues, including ongoing problems with the Geothermal well filtration system and report back to Board on progress or resolution at Sept meeting.

Debbie:

1. As member of new Operational Subcommittee along with Paul, and with assistance from Mike Petrovick, will move forward with resolving the library's plumbing and heating and cooling issues, including ongoing problems with the Geothermal well filtration system and report back to Board on progress or resolution at Sept meeting.

Cathy:

1. Will coordinate with Elizabeth to review Waddell and Reed investment portfolio and if library funds should remain with this firm or be moved to another investment management company.

Elizabeth:

1. Will obtain history from Maureen VonRoseninge, and coordinate with Cathy, to review Waddell and Reed investment portfolio and determine if library funds should remain with this investment management company or be moved elsewhere. Will report back to board on this matter at next meeting (or possibly the October meeting, if more time is needed.)
2. Will obtain hours of operation of similar libraries (Hancock, Bennington, Greenfield, Harrisville, and Antrim) as helpful data in reviewing our own library hours and considering potential changes to these hours. Will confer with Carol and Mary prior to next meeting, once this information is obtained, and come to next meeting with a recommendation.
3. Will ask Judy Badot, secretary for *Friends of the Francestown Library*, to add all trustees, including alternates, to the distribution list for their meeting minutes.

Mike:

1. Will work with the Operational Subcommittee (Paul and Debbie) to resolve the library's plumbing and heating and cooling issues, including problems with the Geothermal well filtration system.

The meeting was adjourned at 8:16 PM.

The next board meeting is now scheduled for the first Thursday evening in September: Sept 5, 2013.

Respectfully submitted,
Elizabeth Hunter Lavalley, Secretary