

George Holmes Bixby Memorial Library
Board of Trustees Meeting Minutes
September 3, 2015

In Attendance: Deborah Rogers, Chair; Elizabeth Hunter Lavallee, Treasurer; Paul Lawrence, Trustee; Janet Hicks, Trustee and acting Secretary; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian and Mark Pitman, Alternate Trustee

Absent: Robin Haubrich, Secretary

There were no members of the public in attendance.

Meeting convened at 6:04.

1. Minutes

a. It was moved, seconded and approved to accept the July 2, 2015 minutes as presented.

2. Librarians' Reports

- a. Carol reported that the budget v. expenditures are on target.
- b. Wood from the trimming of the library trees will go to the Wood Bank.
- c. Library will be open on Labor Day. There are enough volunteers to cover both floors and for the hours it will be open. Carol reported that they have everything they need for the display in celebration of the Fire Department. It was suggested that an "Out of Order" sign be placed on the door of the restroom to discourage use by the public.
- d. Toilet in the children's area is still plugged up. Carol is looking for someone to snake it out.
- e. The Village Store employees are sending their patrons to the library when a rest room is requested. Deb will ask Rob to stop this practice.
- f. There will be two programs held in September: Mitten Workshop and the NH Humanities Council Chinook presentation.
- g. Carol will attend a workshop on September 25 in Hanover about "How to Reform Your Stacks."
- h. Carol suggested that the Trustees consider purchasing a granite picnic table and benches for the grassy area adjacent to the Library. It was suggested that John Arnold be consulted to determine if the Harwood Fund could be used for the purchase. If so, Deb will ask him to write a letter so stating. Deb will also get an estimate of the cost.
- i. Mary reported that the Summer Reading Program was a success. An Ice Cream Social was held to close it out. She also reported that Story Time will begin again later this month. Two Maker Play Kits were received for the state for drop-in activities.

3. Treasurer's Report

- a. Elizabeth reported that we remain in good financial condition.
- b. Treasurer's report was moved, seconded and approved.
- c. The Library received a \$1,000 unrestricted donation from Dot Smart.

- d. Two checks have been received from the close-out of GHBML Foundation totaling \$3,911.29. After covering the cost of the previously purchased AWE system, there is \$1,183 remaining. The original plan was to use it for the Hanchett series. However, the windows are in desperate need of repair/restoration. The small window in the basement is currently being replaced with a new one, primarily because it is a means of egress and was in very poor condition. Estimated cost is around \$400. Deb will contact the Code Enforcement Officer to determine the requirements for exiting children through the window (ladder? step stool?)
- e. It was discussed that the Building Fund could also be used for windows.
- f. It was moved, seconded and approved to potentially use \$3,300 of library funds overseen by Trustees for window repairs from one of the accounts. It was also approved to request \$4,000/year for 3 years in the CIP for windows.
- g. A donation was received from the family and friends of Elaine Dash. Mary would like to use the money to implement the state program "1,000 Books Before Kindergarten." Mary will purchase program book bags which are available for \$2.50 each. Pam Berry has donated books which will go in the bags. The Dash family would make an additional donation to continue the program.

4. Old Business

- a. The Book Browser from the 2015 Wish List has not been ordered. Carol will call the state prison to see if they could make it. Carol would like new rugs/runners to place in front of and next to the circulation desk. She will continue to look for the type she would like. She would also like 2 copies of the History of Francestown, each \$100.00. She was authorized to spend up to \$250.00. She would like a new office chair to place at the computer in the front area. She was authorized to spend up to \$150. Mary would like a small table for the Chrome Book.
- b. Discussion about a 2016 Wish List ensued. A list will be developed by Carol and Mary.
- c. Follow-up on the evaluation of the geothermal system is needed. Paul will contact Henry Kunhardt to determine the course of action.
- d. Friends of the Library and Garden Club members have offered to assist with the landscaping of the front of the building.

5. Adjournment:

Meeting was adjourned at 7:40.

Next Meeting: October 1, 2015 at 6PM

Respectfully submitted,
Janet Hicks, Acting Secretary