

# George Holmes Bixby Memorial Library

## Board of Trustees Meeting Minutes

September 4, 2014

**In Attendance:** Deborah Rogers, Chairman; Elizabeth Hunter Lavalley, Treasurer; Robin M. Haubrich, Secretary; Kelly Marshall, Trustee; Carol Brock, Head Librarian; Janet Hicks, Alternate Trustee

**Absent:** Paul Lawrence, Trustee and Mary Farrell, Children's Librarian

Meeting convened at 7:08 pm.

### 1. Minutes

a. The August 8, 2014 minutes were approved as presented.

### 2. Librarian's Report

a. Carol made corrections to the stats she distributed: The number of adult magazine purchases should be 7 and the purchases of adult books should be 4.

b. In general all the current stats and patron levels were good.

c. Carol distributed the town budget actuals from the town administer and pointed out corrections that Michael Branley had made.

d. Donna Barbalato will begin as assistant librarian 09/23/14.

e. Patron applications have reached 139 applications, with varying feedback. The 'go live' date is 09/09/14.

f. There will be Humanities Council presentations Sept. 11 (Chartres Cathedral) and Oct. 23 (The Secrets of Cellar Holes) at the Library, and a book discussion Oct. 9 (*Bel Canto*).

g. The recent severe downpour caused a great deal of water to flow into the basement. Mike Branley witnessed the damage and will inform the Selectboard. Carol will contact Paul St. Cyr to caulk windows. Solutions were discussed. It was suggested that sealing the basement, installing drains and improving the soil grade in both front and back may be put on a warrant article to be presented at Town Meeting. When this topic is put on its agenda, the members of the Library Board that are available will attend the Selectboard meeting to update them on the situation, in an effort to get a more immediate solution.

### 3. Treasurer's Report

a. Treasurer's Report was accepted as presented. To summarize, there were 2 expenditures- \$60 to Robin as reimbursement for the cost of updating the verbiage on the outdoor sign and \$218 to a NH humanities council speaker.

b. We are waiting for \$700 invoice from Scott Jenkins (he confirmed that the table is maple). There were no other Wish List, or other, expenditures in August.

c. The Harwood Account at Waddell & Reed up \$633, or 1.3%, up 3.96% for the year.

d. Donations: \$25 given every month by Heidi Dawidoff

e. Elizabeth is still expecting in excess of \$3000 from the Foundation

f. Elizabeth stated that even without the Foundation money, with all our planned expenditures we have about \$600 left in the operating checking account (there is no minimum level to avoid fees on this account) and about \$6,000 in the Memorial Building Fund checking account.

#### **4. Old Business**

- a. The chimney repairs will begin 09/05/14.
- b. Pest control in the attic will begin after the chimney repairs.
- c. The new table made by Scott Jenkins has been delivered. Carol will decide its final placement after a period of display downstairs.
- d. It was approved to spend up to \$300 to move the outside sign to hang near the lamp post, perpendicular to the street. Carol will coordinate its installment.

#### **5. New Business**

- a. Preparation for our piece in the Capital Improvement Plan was discussed. Deb will get Mike Branley's input as how to include window repair, technology upgrades, and water damage resolution. Toward that effort, Elizabeth will contact Greg Cope for an estimate for window repair +/or replacement, Carol will get the 5-year plan technology from Steve, and Deb will research an estimate for controlling the water problem. Our deadline is Oct. 1.
- b. Kelly will delegate the Library's November 6 Community Supper.

#### **Public Comment**

- a. None

**Adjournment:** 8:40 PM

Next Meeting: **October 2 @ 7:00** pm

Respectfully submitted,  
Robin M. Haubrich, Secretary