

George Holmes Bixby Memorial Library
52 Main Street • Frankestown NH
Board of Trustees Meeting Minutes
September 8, 2016

In Attendance: Elizabeth Hunter Lavalley, Chair; Jan Hicks, Treasurer; Robin Macrae Haubrich, Secretary; Deb Rogers, Trustee; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian
Absent: Paul Lawrence, Trustee; Mike Swinford, Alternate Trustee

Member(s) of the Public: There were no members of the public.

Meeting convened at 7:01 pm.

1. Minutes

a. It was moved, seconded and approved to accept the August 4, 2016 minutes as presented.

2. Librarians' Reports

- a. Carol stated the August stats, distributed to the board, were strong.
- b. Carol distributed the current department budget report from Jamie Pike.
- c. Jan was given the monthly receipts totaling \$92.55.
- d. Carol noted that the 2017 Library budget must be submitted by September 30 to the Town Administrator. She does not anticipate any difficulty or major change.
- e. The hours on the Library bookmarks have been updated by covering the old hours with a preprinted label.
- f. Upcoming programs were reviewed.
- g. Decorating the Library for Halloween was discussed. It was decided decorations should be toned down from previous years, and discretion should be used.
- h. It was moved, seconded and approved that the Library will sponsor a fund-raiser for the Town Hall, at the Town Hall, on October 29. The Heritage Commission will be part of the effort. Carol has contacted the Fire Chief re: this event.
- i. A company will come Monday 09/12 to give an estimate for carpet cleaning. The cost will come out of Carol's budget.
- j. Mary is lining up Bedtime Math and Reading with Riley programs for October.

3. Treasurer's Report

- a. Jan reviewed the Library's finances, referring to the items she had distributed to the Board.
- b. There was an increase in the W&R Harwood account this month in the amount of \$468.84 or approximately .02%.
- c. The following payment was made from the TD Bank General Operating Account:
 - \$55.00 Payment from Friends Funds to Pam Berry for the Card Making Workshop
- d. Cash deposits in the amount of \$142.44 were as follows:
 - \$7.70 Income from Copier
 - \$2.00 Income from Fax
 - \$33.70 Fines
 - \$25.00 Unrestricted Use Monthly Donation from Heidi Dawidoff
 - \$74.04 Reimbursement from Town for Credit Card Purchase
- e. The treasurer's report was moved, seconded and approved to be accepted as presented.
- f. A 2 PM meeting is scheduled on Wednesday, September 14, with Waddell and Reed at the Library. Any interested Board member can attend.
- g. Discussion on the Vose Fund, established in 1974 by the J.T. Blake will: By thorough research of the

paper trail left by the February 6 and July 9, 2004; January 7, February 4, March 4, April 8, June 7, and July 1, 2005 minutes, Jan concluded our Vose Fund Savings account of past interest earned, can be used entirely for landscaping. Hard copies of those minutes will be filed with these minutes. The current balance in that account is \$2885.23.

4. Old Business

Committee Reports:

a. Landscaping: Deb reviewed Martha Eisenberg's suggested landscape design for the front of the Library. An estimate of \$375.00 for materials and \$1170.00 for labor, for a total of \$1545.00, was given. This "fall phase" will be completed by September 27. Additional costs should be anticipated when the "spring phase" plantings take place. Martha was kind enough to waive her consulting fee. Deb will email Jamie Pike of our intentions. It was moved, seconded and approved to spend up to \$1550.00 for the "fall phase" of landscaping.

b. Window restoration and painting: Elizabeth continues communication with Jamie Pike re: the RFPs for this project. Those items are to go before the Select Board Monday, September 12. It was noted the RFPs should reflect that painting should include the whole building, not just the windows.

c. New library hours of operation: The hours on the outside sign have been updated in a temporary fashion.

d. Enlargement of the G.H.Bixby portrait: Robin reported that Peterborough Camera gave an estimate as follows:

High resolution scan (copied onto CD) - \$20.00

Touch up in Photoshop - \$20.00

Approx. 20" x 30" canvas "gallery" wrap - \$170.00 (size to be verified)

Total estimate: \$210.00.

It was noted that framing this piece will be a challenge, due to the 1 3/4" depth. Indian King Framery was contacted, but no estimate was offered. It was moved, seconded and approved to spend up to \$210 for the Peterborough Camera work, knowing that an additional cost will be incurred for framing.

e. Collection weeding: Jan and Deb reported approximately 500 "weeded" books were donated to the Labor Day book sale. The weeding process continues, and another recipient of these books will be found.

f. The pipe is capped and shelves have been moved into the new downstairs closet. More shelves may be needed.

g. The September 27 Open House details were discussed and everyone was given an assignment as to their contributions. Robin will send out a few invitations to local groups.

5. New Business

a. Elizabeth handed out updated copies of the Library Policy. Deb, Jan and Robin will meet to review the policy. They will make a recommendation to the Board as to when to discuss the review.

6 . Public Comment

a. There was no public comment.

7. Adjournment:

a. A motion was moved, and seconded and approved to adjourn at 9:05 pm.

Date of the next meeting: October 6, 2016 at 7PM at the Library.

Respectfully submitted,
Robin M. Haubrich, Secretary