

George Holmes Bixby Memorial Library  
Board of Trustees Meeting Minutes  
October 1, 2015

**In Attendance:** Deborah Rogers, Chair; Elizabeth Hunter Lavalley, Treasurer; Robin M. Haubrich, Secretary; Janet Hicks, Trustee; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian

**Absent:** Paul Lawrence, Trustee; Mark Pitman, Alternate Trustee

**Member(s) of the Public:** No members of the public attended this meeting.

Meeting convened at 6:10 pm.

### 1. Minutes

- a. It was moved, seconded and approved to accept the September 3, 2015 minutes as presented.

### 2. Librarians' Reports

- a. Carol distributed the monthly stats for September, which reflected an overall increase in numbers.
- b. The photo exhibit of Frankestown fire fighters was a "huge success" on Labor Day. Our librarians won first place in the most humorous category for their part in the parade. Congratulations!
- c. Upcoming programs were reviewed.
- d. Bruce Harrington has begun work installing two emergency exit signs downstairs.
- e. Batteries are needed for the emergency lighting system. Carol will contact Jamie Pike, town administrator, to arrange this purchase.
- f. The library's budget preparation is in good shape.
- g. Carol and Mary will review the current wish list after the budget is completed, and present it at the next board meeting.
- h. Carol reports the downstairs bathroom is still out of order due to a clogged toilet. She was encouraged to call a plumber, or ask Jamie Pike to arrange for one, immediately.
- i. Mary stated the later school dismissal time (3:30 v. 3:10) is impacting attendance after school.
- j. Story time begins 10/02/15.
- k. Mary described the mystery party program.
- l. It was moved, seconded and approved to commit up to \$200.00 for the purchase of bins and labels for the children's area.
- m. The possibility of a revolving, seasonal exhibit of Jan's quilts was discussed, and met with approval.

### 3. Treasurer's Report

- a. Elizabeth reported we remain in good financial condition, as per the files she emailed to the board.
- b. There have been no donations since the last meeting.
- c. The treasurer's report was moved, seconded and approved to be accepted as presented.

### 4. Old Business

- a. The Friends of the Library and the Garden Club will consider landscaping the front of the library. It will be discussed at the November meeting of the Garden Club.
- b. Paul will help the new town administrator to evaluate the geothermal system.
- c. Carol will contact the prison work program regarding building a book browser.
- d. The fire code report was updated.

### 5. New Business

- a. Deb reported there are no new CIP items since last year.
- b. The Lebanon Library and its use of TOR software was discussed.

- c. John Arnold indicated it would be appropriate to use money from the Harwood Fund for a granite table and benches for the outside of the library. The table would have a plaque or engraving referring to the Harwood Fund. After Deb gets a firm estimate, John will be asked to provide a letter of approval. An estimate for a granite-post-and-chain fence to block the steep hill will also be obtained.
- d. Support is lacking to provide and coordinate the November 5 Community Supper. Jan suggests it is too late to ask Heather Simard to get a substitute. It was decided to see if the library could “sponsor”(pay for) the dinner if Heather could take care of the prep, serving, etc. Deb will contact her. The board also decided to give Heather advance notice that it will not be doing a Community Supper next year.

**6 . Public Comment**

- a. None

**9. Adjournment:**

- a. A motion was moved, and seconded and approved to adjourn at 7:34 PM.

Next Meeting: November 5, 2015 at 6PM. Please note: this is subject to change depending on our involvement in the Community Supper.

Respectfully submitted,  
Robin M. Haubrich, Secretary