

**George Holmes Bixby Memorial Library**  
**Board of Trustees Meeting Minutes**  
**October 2, 2014**

**In Attendance:** Deborah Rogers, Chairman; Elizabeth Hunter Lavalley, Treasurer; Robin M. Haubrich, Secretary; Kelly Marshall, Trustee; Paul Lawrence, Trustee; Janet Hicks, Alternate Trustee; Carol Brock, Head Librarian; and Mary Farrell, Children's Librarian

Meeting convened at 7:02 pm.

**1. Minutes**

- a. The September 4, 2014 minutes were approved as presented.

**2. Treasurer's Report**

a. Treasurer's Report was accepted as amended. Without the Foundation money, with all our planned expenditures we have about \$2000 left in the operating checking account (This is higher than the estimated \$600 reported last month due to a math error) and about \$6,000 in the Memorial Building Fund checking account. We are in sound financial condition, given planned and anticipated expenditures. No checks were written in September.

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

c. The Harwood Account at Waddell & Reed down \$773.63, or 1.6%. Up 2.3% for the year.

d. Before year-end, a meeting will be scheduled with Wade Ojala, our financial advisor with Waddell and Reed, to review our portfolio. Elizabeth will keep us updated as to the date.

e. In excess of \$3000 is still anticipated from the Foundation.

f. The Vose Fund CD (earning 0.35%) matures on Nov 14. This money, given to the Library specifically to spend for landscaping, currently contains a little less than \$3,000 and specifies that only interest earned (not principal) can be spent on landscaping. It will be rolled over into a new CD with TD Bank when it matures.

**3. Librarians' Report**

a. There were no questions on the monthly stats Carol distributed.

b. Invoices from Scott Jenkins (maple table) and Steve Chamberlin (routers) were given to Elizabeth.

c. Carol presented her budget request for the upcoming year. A motion was made for an additional line item for technology. It was seconded and approved, with the understanding that Deb, Carol and Elizabeth will determine the figure.

d. Upcoming events: 10/01- beginning of story time; 10/09- book discussion; 10/17- Bedtime Math; 10/23- Humanities Council talk; 10/31- the library will be open for trick or treat.

**4. Old Business**

a. The Kunhardt report on the cause of water in the basement was discussed, and great appreciation for Henry's work expressed. All the carpet needs to be removed in the room in the southwest corner and the geothermal room. It was agreed to spend up to \$500.00 to remove and haul away that carpeting as soon as possible.

b. The issue of the water in the library basement is on the agenda of the 10/13/14 Selectboard meeting.

c. The Cope (NH Historic Sash and Windows) report on the restoration of the library windows was discussed. Deb has incorporated its estimates in our CIP report to the town. She

will approach the Friends of the Library regarding the possibility of a fundraising campaign to help with the cost.

d. Kelly coordinated food items to be bought or made for the November 6th Community Supper. A motion was made, seconded and approved to move the November meeting to the 13th to accommodate the Supper.

e. The chimney repair is waiting for delivery of chimney caps.

f. JP Pest will be contacted by Deb.

g. Paul Knight will work on the outside sign relocation.

h. Paul Lawrence will pursue PSNH's status re: energy audits.

## **5. New Business**

a. Anyone interested in attending the 10/29 NHLTA conference on personnel management contact Deb. Deadline for registration is 10/22.

## **6 . Public Comment**

a. Henry Kunhardt's email to Deb dated 10/01/2014, in which he detailed his dislike of the requirement to show an ID to qualify for a library card, was discussed. It was decided to amend the Library Patron Card policy (it will be in Section 3, Library Member Rights and Responsibilities) to read "A proper form of identification should be presented and reflect the patron's current Frankestown address."

b. In order to help the residents of Frankestown better understand the benefits of the recent automation it was decided to draw up a concise, bulleted list covering: what problems did we face before automation, how the new system has addressed those problems, and how this system will move us forward into the 21st century.

c. It was agreed that Kelly and Elizabeth will confer with Carol to write this clarification and run it by the board before presenting it to the public.

d. Deb will contact Henry Kunhardt and inform him of our efforts to address his concerns.

**Adjournment:** 8:59 PM

Next Meeting: **November 13th @ 7:00 pm**

Respectfully submitted,  
Robin M. Haubrich, Secretary