

**George Holmes Bixby Memorial Library**  
**Board of Trustees Meeting Minutes**  
**November 13, 2014**

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

**Absent:** Elizabeth Hunter Lavalley, Treasurer

Meeting convened at 7:07 pm.

**1. Minutes**

a. The October 2, 2014 minutes were approved as presented.

**2. Librarians' Report**

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

b. The budget as presented indicated there may be monies leftover in staff payroll. Carol suggested it could be used for new rugs and a desk for downstairs. Carol and Mary will research the purchase of these items.

c. It was reported the heating system was not working for a week due to electrical power fluctuation. The installation of a surge protector was discussed. Mike Branley indicated the town would pay for it. Paul will coordinate with the town for its installation.

d. Upcoming events: December holiday program, card making.

e. Carol reported the library budget submitted to the town was not challenged.

f. Mary reported the Bedtime Math event was a success. Drop-in crafts and card making are on the calendar. She is working with the school enrichment program.

**3. Treasurer's Report**

a. There were no questions on the monthly financial stats. The treasurer's report was approved as presented.

b. Deb pointed out the building funds were available.

c. A meeting with Waddell and Reed is scheduled for 12/3/14 from 1:30 to 2:30 at the library. Attendance is open to all Trustees.

**4. Old Business**

a. The basement windows have been removed and the openings bricked up. A motion was made, seconded and moved to approve Henry Kunhardt to take the old materials to the transfer station.

b. Glue and fiber remain after the removal of the downstairs carpet. Deb will contact professional companies for an estimate and advice re: treatment and re-surfacing of that area.

c. Kelly tallied our costs and contributions for the November 6th Community Supper. A grocery list was made to help in future suppers.

d. Jan reminded us of the need for alternate trustees. It was agreed we will bring suggestions to the next meeting.

## **5. New Business**

a. A motion was made, seconded and approved to approve and seal the minutes of the 11/04/14 executive session.

b. Deb has sent a letter to Terry Risk addressing his concerns.

c. A resolution was made to fund the twice-yearly Joan Hanchett Nature series in coordination with the Frankestown Land Trust, Frankestown Conservation Commission, and the Frankestown News, with monies from the Foundation when we receive it.

d. A stake has been set to mark the proposed new location of the Rose of Sharon bush in the area to the north side of the Library. Deb will send a letter to the Selectboard indicating we are taking steps as per their directions to move the bush to help with drainage of the basement.

e. Deb asks that regarding drafts sent for the board's review, suggestions considered word-smithing should be avoided. Comments should be limited to corrections to spelling and accuracy.

f. It was agreed to move the January 2015 meeting to 01/08/15.

## **6 . Public Comment**

a. There was no public comment.

**Adjournment:** 8:00 PM

Next Meetings: **December 4th @ 7:00 pm; January 8th @ 7:00 pm**

Respectfully submitted,  
Robin M. Haubrich, Secretary