

George Holmes Bixby Memorial Library Minutes

November 7, 2013

Attendance: Deborah Rogers-Chair, Elizabeth Hunter Lavallee-Treasurer, Kelly Marshall-Secretary, Paul Lawrence-Trustee, Carol Brock-Head Librarian, Mary Farrell-Children's Librarian, Robin Haubrich and Janet Hicks-Alternate Trustees

Meeting convened at 7:10

1. Minutes

- a) October 3, 2013 minutes were approved as presented

2. Treasurer's Report

- b) Accepted as presented
- c) Elizabeth and Deb are still working with the Waddell & Reed accounts.
- d) Donations should be spent in a timely fashion.

3. Old Business

- a) Sirkka Holm DVD
 - i. Elizabeth reported that the Sirkka DVD has generated \$873.00 thus far.
 - ii. A number of newspapers have had coverage of Sirkka's story and the library DVD fundraiser.
 - iii. Elizabeth is putting together a basket for Sirkka to show our appreciation for all that she has done for the DVD fundraiser. The cost will not exceed \$100.
- b) Budget Status
 - i. No meeting on November 11, but will be held on 11/18
 - ii. Deb and Elizabeth will attend with Carol
- c) Community Supper
 - i. Kelly thanked the Trustees for all of their help
 - ii. She will contact Heather, the coordinator about reimbursement
- d) Plumbing/geo-thermal
 - i. A presentation was made to the Selectboard in regards to Henry's recommendations
 - ii. The town chose one of the options and will pay the \$900 for the work
 - iii. Exterior work will need to be done, but it has not been determined who will do it
 - iv. Henry is draining the system monthly
- e) Carpet
 - i. Bub Rokes will be hired to tear up the carpet and paint the floor in the basement hallway by the bathroom, so that the water seepage problem can be better monitored and addressed.

4. New Business

- a) Capital Improvement Plan
 - i. Meetings: Tues. Nov. 19th 6:30 PM-long term focus: buildings
Tues. Dec. 3rd 7:50 PM (approx.) library
 - ii. It was agreed that Deb get estimates for window repair, chimneys capped and a fence w/gate to address the drop off beside the library. This will be what is requested at the meeting.
 - iii. Paul suggested that we look into the cost of having the book shelves in the large room on the first level be moveable so that events could be held in that room instead of downstairs.

- b) New Librarian's Computer
 - i. The IT person contracted for the library has recommended that the librarian's computer be replaced.
 - ii. Carol will look into the remaining balance of the Francestown News donation which is earmarked for technology.

- c) Frank Hanchett Donation
 - i. Frank has generously donated \$1,000 dollars to the library.

- d) Wish List
 - i. Kelly suggested that Carol draw up a wish list that would be used when donations are made to the library.
 - ii. The Trustees should also be thinking of ideas for the next meeting in regards to items purchased with donations that have recently been given to the library.

5. Librarian's Report

- a) No major changes in the October's statistics
- b) Reviewed receipts for copier, guilt fund, etc.
- c) Current budget is right on track
- d) Paul asked if PSNH conducts energy audits for businesses. Elizabeth will look into it.

6. Public Comment

- a) None

Adjournment: 8:30 PM

Next Meeting: **December 5, 2014 @ 7:00 PM**

Respectfully submitted,

Kelly B. Marshall, Secretary