

George Holmes Bixby Memorial Library
Board of Trustees Meeting Minutes
December 4, 2014

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

Absent: Carol Brock, Head Librarian

Meeting convened at 7:03 pm.

1. Minutes

- a. The November 13, 2014 minutes were approved as presented.

2. Librarians' Report

- a. Mary distributed the monthly stats. It was suggested the lower patron number was due to weather and the temporary lack of heat. The rest of the stats were normal.
- b. The budget as presented indicates there will be monies leftover in staff payroll that could be used for new rugs and a desk for downstairs. In an effort to make these purchases by 12/31/14 Deb and Robin will coordinate a trip to Houston in Jaffery.
- c. A Chromebook has been purchased.
- d. Ongoing events: ornament making, kids' crafts, holiday program; in January and February card making for adults.
- e. A bill for the repair of the heating system of \$1814.75 was received and will be passed on to the town for payment.
- f. Paul put a call into Mike regarding a surge protector for that system and is optimistic that he will respond shortly.

3. Treasurer's Report

- a. There were no questions on the monthly financial stats. We are in good financial condition. The treasurer's report was approved as presented.
- b. The 12/3/14 meeting with Waddell and Reed went well, and they will meet with us again mid-January. The date and time will be announced.
- c. Elizabeth received an email from Ben Watson indicating he hopes to have the Foundation money to the library soon.

4. Old Business

- a. Paul will follow up on the status of the town-wide energy audit.
- b. Paul Knight has offered his services to create a wrought iron fence along the drop off north of the library. He will be asked for a drawing of his idea. The library will pay for the materials.
- c. Deb received two estimates between \$4320.00 - \$4575.00 from Northeast Safe-T Solutions to repair and seal the basement floor. It was moved, seconded and approved to accept the lower bid, once the estimate is drawn to our specifications; funds to be taken from the building budget. Deb will follow up.

- d. The updated time for the budget meeting with the Board of Selectmen is December 8 at 6:45 pm.
- e. Possible alternates were discussed. Elizabeth will contact Mark Pitman and Paul offered to contact George Sanderson and Jennifer Vadney's husband, Carlos.
- f. Wish list items were reviewed and good progress has been made.

5. New Business

- a. There was no new business.

6 . Public Comment

- a. There was no public comment.

Adjournment: 8:10 PM

Next Meeting: **January 8th @ 7:00** pm

Respectfully submitted,
Robin M. Haubrich, Secretary