

George Holmes Bixby Memorial Library Minutes

December 5, 2013

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

Meeting convened at 7:05

1. Minutes

- a) November 7, 2013 minutes were accepted as presented

2. Treasurer's Report

- a) Approved as presented
- b) Waddell and Reed- Staying with them and they are working up a new portfolio for the library
- c) Donations-There is \$11,000 in donations that should be expended in the next 3-6 months.
- d) Carol shared some of her and Mary's wish list that the donations could be used for.

3. Old Business

- a) Sirkka Holm DVD
 - i. Elizabeth suggested that there be something visual to recognize Sirkka's contribution to the library. This item should be on top of the priority list for items purchased with the recent donations.
- b) Plumbing/Geo-thermal
 - i. Pinney completed the interior plumbing for the toilet and geo-thermal system and a battery backup was installed for the filtration system.
 - ii. Francestown Sand and Gravel completed the exterior piping for the toilet and geo-thermal system.
- c) Carpet
 - i. The rug was pulled up and the floor was painted. The cost was \$304.00 and the funds came out of the Building Maintenance and Repair line item.
 - ii. A heavy rain occurred and 2 puddles were found on the floor that was just painted.
 - iii. As a stop gap measure Henry K. regraded the front of the library where the water is coming in from. At some point there will need to be more grading done to prevent water from entering the library.
- d) PSNH Audit
 - i. Elizabeth reported that PSNH continues to conduct energy audits at no cost. An estimate will be given and we can choose to complete the suggestions or not.

- ii. She also found that depending on work that needed to be done, there are rebates that may be available on our electric bill.
- iii. Elizabeth will turn this information over to Paul to investigate further.

4. New Business

- a) Access to Drill Test Wells
 - i. The Francestown Store's gas tanks are leaking. The town needs to drill test wells between the tanks and the stream to monitor. In order to access the test wells they will need to cross the library's property.
 - ii. Deb was informing us of the action since the library cannot deny access.
- b) Annual Report
 - i. The Annual Financial Report for the library will be due by January
 - ii. Elizabeth will assist Deb in writing the report. It will be sent to the Board for approval.
 - iii. Words, pictures, etc. are due before January 13 in order to be included in the report.
- c) Kelly suggested we be thinking of ways to support Sirkka with devices or services that would allow her to still be exposed to books, newspapers, etc.

5. Librarian's Report

- a) Statistics are about normal
- b) Reviewed receipts for copier, guilt fund, etc.
- c) Gutters were cleaned
- d) Flag was brought in
- e) Banner needs to be taken down and cleaned. Paul St. Cyr will be contacted to assist in this project.
- f) There will be a library table at the FES Craft Fair. Raffle ticket will be sold as well as Sirkka's WWII DVD.
- g) Carol thanked Deb for decorating the urn for the holidays.

6. Public Comment

- a) None

Adjournment: 8:30 PM

Next Meeting: **January 9, 2014 @ 7:00 PM**

- a) A motion was made, seconded and approved to move the meeting to the 2nd Thursday in January. Deb will make the necessary contacts in order to post the updated meeting date.

Respectfully submitted,

Kelly B. Marshall, Secretary