

**George Holmes Bixby Memorial Library**  
**Minutes of the Meeting of the Board of Trustees**  
**08 January 2009**

**In Attendance:**

Carol Brock, Paula Hunter, Gloria Normile, Andy Paul, Mike Petrovick,  
Linda Roche

**On Motions Made and Seconded** it was unanimously approved to accept  
the Minutes of 12/04/2008  
the Treasurers Report for November/December 2008  
Donations to the building fund , Hunter/Valentine and Dawidoff  
donations totaling \$1775

**Announcements**

The Library's report for the annual Town Report is due on January 20<sup>th</sup>.  
The highlight of our report will be the construction project. Contact Andy if  
you have anything else to add.  
November 5, 2009 is the date for the Library to host the Community Supper.  
The CIP hearing has been re-scheduled for Wed., January 14, 2009. It is  
not necessary for library board members to attend, but our presence is welcome.

**Librarian's Report**

December was a relatively slow month due to the holidays and the weather.  
Patrons: 263    Circulation: 226    Magazines 45    AV: 15    Copies: \$3.60  
Joan Hanchett Nature Series: Jan 23<sup>rd</sup> at the FES, "Coyote and Wolf" with  
Christine Schadler

**Update on Library Construction**

Things are moving right along. Mike will get more information on when the  
geothermal system will be completed.  
The finishing (dry walling, taping, etc.) is a slow process.  
The Icynene insulation has not yet been done.  
Shelving Units are ready to go, awaiting final specifications. Mike would like to  
see this done ASAP. The board would like to see the plan for these.  
Mike will provide sample drawings for the Schott room and the circulation desk.

**The Schott Endowment**

Paula spoke with the Schotts re the disbursement of their \$15,000 donation which  
was co-mingled with other building funds by former trustees.  
Paula showed them the future Schott room; it was difficult for them to  
visualize the completed project. We should share the sample drawings with  
them. The board suggested we compose a short history of their daughter, Ann  
Schott, in whose memory the room is designated. Andy suggested we keep better  
records of such donations in the future, stating we need a special filing cabinet for  
this purpose.

**Fundraising**

Andy has a call in to Donald Shumway at Crotched Mountain re. their possible  
donation of computers. Paula has a couple of other pledges to pursue.

**Policy Review**

Carol was questioned by the selectmen about our policy of holiday compensation  
for part-time employees, which is not the same as that of the Town. The  
board agreed that these inconsistencies are problematic and felt that  
the selectmen should take the matter up with us. They were invited to attend

this meeting to discuss the issue, but declined.

Carol also raised questions on what to do about compensation on snow days for all library employees and about sick days and vacation days for the Director. The board agreed that we need to undertake a policy review, which will require a special meeting.

### **Library Staffing**

It will be necessary to set up our permanent staffing team for the new library.

There was much discussion about how to do this. It was agreed that for starters we need updated job descriptions. It was also agreed that we need to advertise the newly created jobs and conduct interviews. This entire process will be very time-consuming, and the board needs to begin working on this very soon.

**Meeting Adjourned** at 9PM.

Respectfully submitted,

Gloria A. Normile,  
Secretary pro tem