

George Holmes Bixby Memorial Library  
Board of Trustees Meeting Minutes  
January 3, 2019 minutes

In Attendance: Elizabeth Hunter Lavallee, Chair; Jan Hicks, Treasurer; Paul Lawrence, Trustee; Robin Macrae Haubrich, Trustee; Deb Rogers, Alternate Trustee; Ed Gagnon, Alternate Trustee; Carol Brock, Library Director; Beverly Bruster, Children's Librarian

Absent: Mindy Pobst, Secretary; Maureen Baptiste, Alternate Trustee  
Members of the Public: None

The meeting convened at 6:38 pm

#### I. Minutes

- It was moved by Elizabeth, seconded by Jan, and approved to accept the December 6, 2018 minutes as presented.

#### II. Librarian's Report

- Beverly (Bev) Bruster, Children's Librarian, and Carol proposed their idea to develop a policy for literacy dogs in the Children's Library, inspired by Len and Meredith Allen's offer to bring in their dog, Evie. Bev will send the Board drafts of her ideas for the necessary forms for review at the next meeting. Bev left the meeting at this time.
- Paul painted the wall behind the Children's Librarian's desk.
- Carol stated she will send the Board the year-end stats on 01/04/19; she stated they reflect lower circulation numbers.
- Carol was complimented on her management of the annual budget.
- Carol announced a new town website will soon be launched.
- Options for a new desk in the Children's Library continue to be investigated.
- Carol described her efforts, in collaboration with Elizabeth, to supply Sirkka Holm with audio books through the State of NH's Talking Book Services. Carol is investigating the possibility of the Library applying as an institution to educate our patrons in this service.
- Carol reported the annual elevator maintenance was conducted. It was suggested by the technician that the electrical connection that is the Library's responsibility be checked. Ed Gagnon offered to do so. Paul asked that this maintenance item be added to a list of necessary maintenance items that Carol has been asked to keep.
- Carol reviewed upcoming programs (Humanities Council program, craft workshops, art displays, quilt show).
- The date for the Open House is Friday, Feb. 8, 6:30 to 8 pm. Jan and Carol will organize.

#### III. Treasurer's Report

- It was agreed that it was appropriate to mention the donation from the Frank Hanchett estate in the 2018 Town Report.
- Elizabeth moved, Deborah seconded, and it was approved to accept the Treasurer's report as presented.

#### IV. Ongoing Business

- Ed Gagnon reported that the tests for "bad" mold spores in the rugs in the Children's Library came back negative.
- Ed explained the mustiness in the Children's Library is due to the lack of fresh air, and could be resolved by the installation of an air exchange unit. After discussion, it was determined the Select Board will be consulted, so as best to collaborate this effort with existing systems. Elizabeth will contact Brad Howell to discuss the way forward.
- Water is seeping in through the bricks in the Children's Library, making some of the bricks spongy and leaving

a white lime residue. Ed suggested checking chimney caps, roof line caps, and flashing for signs of water entry. Elizabeth will contact BOS Chair Brad Howell to determine how to best proceed.

- CIP Update: Elizabeth stated that \$2584.00 left over from the building expansion will be applied to the upcoming brick repointing.
- Deb distributed a final comprehensive overview of the space committee's work which included items they would like to see completed in the future.

#### V. New Business

- Elizabeth reviewed the 2018 Report of the Library Trustees. Its language was updated and she will send it to Jamie.
- The May 29, 2019 NHLTA Annual Conference will take place in Manchester.

#### VI. Public Comment

There was no Public Comment

#### VII. Adjournment

Paul moved, Jan seconded, and it was approved to adjourn the meeting at 8 pm.

The next meeting will be February 7, 2019, at 6:30 PM at the Library.

Respectfully submitted,  
Robin Macrae Haubrich  
Acting secretary