

George Holmes Bixby Memorial Library  
Minutes of Special Meeting of Board of Trustees  
February 7, 2019 at the Library

In Attendance: Elizabeth Hunter Lavallee, Chair; Paul Lawrence, Trustee and acting Secretary; Jan Hicks, Treasurer; Deb Rogers, Alternate Trustee; Moe Baptiste, Alternate Trustee; Ed Gagnon, Alternate Trustee; Carol Brock, Library Director; Beverly Bruster, Children's Librarian

Members of the Public: One

Elizabeth called the meeting to order at 6:31 pm.

Consideration and vote to accept a \$5,000 donation from the Hanchett estate.

Elizabeth moved, Jan seconded a motion to accept the \$5,000 donation in accordance with New Hampshire RSA 202-A: 4-c. The motion was approved unanimously.

Elizabeth moved, Jan seconded a motion to end the meeting. The motion was approved unanimously.

The meeting adjourned at 6:35 pm

GEORGE HOLMES BIXBY MEMORIAL LIBRARY  
MINUTES OF REGULAR MONTHLY MEETING OF BOARD OF TRUSTEES  
FEBRUARY 7, 2019 AT THE LIBRARY

In Attendance: Elizabeth Hunter Lavalley, Chair; Paul Lawrence, Trustee and Acting Secretary; Jan Hicks, Treasurer; Deb Rogers, Alternate Trustee; Moe Baptiste, Alternate Trustee; Ed Gagnon, Alternate Trustee; Carol Brock, Library Director; Beverly Bruster, Children's Librarian

Members of the Public: One

Elizabeth called the meeting to order at 6:36 pm.

- I. Approval of December 6, 2018 minutes, as amended.  
Elizabeth moved and Jan seconded a motion to accept the amended minutes of December 6, 2018. Motion was approved unanimously.
- II. Library Director's Report.  
Carol reported an increase in patron use during the month of January. She reminded Trustees that the front fence needs to be painted in the Spring and the north-facing window needs to be repaired and painted. Carol requested that the Therapy Dog Visit Policy be approved. Elizabeth moved, Jan seconded motion to approve the Therapy Dog Visit Policy. Motion was approved unanimously.

The draft of the Outside Book Group Policy was withdrawn.

Carol requested that the following passes be approved by the Trustees for 2019: Currier Museum, NH State Parks, Bedrock Gardens, Woodman Museum, Montshire Museum of Science, and Canterbury Shaker Village. The cost of the passes would be approximately \$465.00. Elizabeth moved, Jan seconded motion to approve the passes and the estimated expenditure of \$465.00. Motion was approved unanimously.

Carol reported that games have been purchased for Games Night. She also reported that Bill McAuley provided three copies and two discs of the Frankestown Barn Survey. Carol displayed the "talking books" equipment. She reminded the Trustees of the Open House on February 8, 2019. Carol also reminded the Trustees of the presentation on February 13, 2019 by the NH Humanities Council entitled "Quilts and the Stories They Tell."

Carol announced that she is retiring as of June 1, 2019 and provided a formal letter to the Board regarding her retirement. A discussion took place as to how to proceed with the hiring of a new Library Director. The Trustees agreed to meet to discuss a hiring process at a date and time to be determined.

III. Report of Children's Librarian.

Bev displayed plans for a desk in Children's Library to be built by members of the woodshop at the New Hampshire State Prison. The price will be approximately \$2,000. It was noted that this price is far below previously quoted prices from commercial vendors. Elizabeth moved and Jan seconded a motion to expend up to \$2,300 to pay for such a desk, including an appropriate donation. The motion was approved unanimously.

IV. Treasurer's Report.

Jan reported that the Town audit of Library finances went well and that no problems were identified. Elizabeth moved and Moe seconded a motion to approve Treasurer's report. The motion was approved unanimously.

V. On-Going Business.

A. Children's Library Update, Ed Gagnon

Ed reported that he consulted with Henry Kunhardt on the installation of a fresh air exchanger in the Children's Library. Henry stated that a fresh air exchanger was not recommended and that if the musty smell persists in the Children's Library, a new carpet should be installed. Regarding the brick deterioration, there was no specific recommendation from Henry. The Chair was requested to send a letter to the Selectmen requesting that an appropriate expert be hired to do an analysis of the brick problem. Elizabeth moved and Jan seconded a motion to send such a letter. The motion was approved unanimously.

B. February Open House, Jan Hicks

Jan reminded the Trustees of the Open House on February 8, 2019. Jan indicated that all preparations have been completed and the quilts are hung.

VI. Public Comment.

Concern was expressed over the status of the geothermal system. It was noted that the Selectmen are pursuing options to address the issue on a long-term basis.

VII. Adjournment.

Elizabeth moved and Jan seconded a motion to adjourn the meeting. The motion was approved unanimously and the meeting was adjourned at 8:00 p.m.

The next regularly scheduled meeting will be held on March 7, 2019 at 6:30 p.m.

These Minutes were recorded by Paul Lawrence.