

## GEORGE HOLMES BIXBY MEMORIAL LIBRARY

Minutes of the Meeting of the Board of Trustees

02 December 10

Attending: Andy Paul, Chair, Nancy Hibbard, Paula Hunter, Gloria Normile; and Mary Farrell, Children's Librarian. The Chair called the meeting at 7:05.

The minutes of the November meeting were accepted as published.

The treasurer's report, attached and made a part of these minutes, was reviewed. Paula explained that the MicroMarketing expense is for large print books appropriately paid from the Harwood Fund. She repays the operating account from Harwood at the end of the year. She has yet to hear from John Arnold re Harwood. On motion made and seconded, it was unanimously

VOTED: To accept with gratitude \$50 in donations in November.

The Treasurer's report was approved and placed on file for audit.

Announcements: The Chair noted that the clay pipe at the east end of building had been removed and replaced with PVC drain. We hope this will resolve the moisture problem. The Town is looking to contract with Capital Alarm for fire protection; our building will be included in the contract. We will not ask to be included in CIP planning this year. The fence is postponed until spring.

Librarian's Report: Mary reported for the Director. The circulation report, attached to and made a part of these minutes, was reviewed and applauded. After review of the budget, it was suggested that the Librarians refresh their custodial and reading program supplies in the next few days. The November book discussion was well attended, the Library is dressed for the holidays, a book reading and signing by Rosamond van der Linde is scheduled on December 9 and local poet Emily Hazel will read at a December 30<sup>th</sup> reception. Mary has 24 children signed up for holiday storytime next week. She had initiated a gathering of home-schoolers in November; four families attended. A bulletin board in the children's library will be set up for their communication, and the library will help meet their curriculum enhancement needs.

Outdoor Lighting: We have the approval of two of the Selectmen, and Mike will have quotes from Harrington (Bruce) and Burke (Tony) Electricians. With estimates of \$350 for the lantern and \$200 for the post, on motion made and seconded, it was unanimously

VOTED: To expend \$685 in funds raised, plus other contributions which may be received for the purpose, with up to \$115 from building funds, a total of \$800 for the project.

Mike will manage the project and report progress.

Computer Use Policy: After review of policy from other libraries and some discussion, it was agreed to modify Andy's draft by adding to the first paragraph: "A signature signifies acceptance of this policy." And adding a new paragraph: "No food or drink is permitted in proximity to the public access computers." Andy will redraft and distribute. With Carol's agreement, the policy will be adopted. At the bottom of the permission slip to be signed by parents, we will add: **No filtering software is provided, content is unrestricted allowing full and complete access.**

Meeting Room Policy: Noting the confusion about our policy adopted as 4.3 in June and the Selectmen's policy on insurance, it was agreed that either "it is or it isn't about insurance."

Andy will follow up.

There was no public comment. There was no further business. The meeting adjourned at 9:10.