

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR THE MEETING OF THE BOARD OF TRUSTEES
February 14, 2024
4:00 PM

In Attendance: John Ludlam, Treasurer; Madeline Arpin, Secretary; Stephen Griffin, Trustee; Kelly Bellemare, Children's Librarian, Jen Perkinson, Acting Trustee

Members of the Public: Marsha Dixon

Meeting convened at: 3:30 pm

- I. Approval of January Minutes – Steve moved to accept the minutes as revised. Jen seconded. Passed.
- II. Treasurer's Report:
 - A. January expenses reflect purchases totaling \$200.00 for a small resignation gift of our appreciation for Laura. Small gain in stocks, to be expected with current market trends. Steve moves to accept the treasurer's report. Jen seconds. Passed.
- III. Budget Report:
 - A. Current report not in, due to absence.
- IV. Librarians' Reports
 - A. Director's Report – NA due to not having a current director. See Children's report for areas that Kelly is covering until a new director is found.

B. Children's Library Report: Kelly Reported...

Report for the Trustees - January 2024

Children's Patrons/ Circulation Statistics:

Statistics for years 2019-2024 (not including 2020)

	1/2019	1/2020	1/2021	1/2022	1/2023	1/2024
Patrons	No records	No records	No records	55	122	103
Circulation	No records	No records	55	320	438	513

Passive Programs

Take & Make kits picked up at the end of January - so that stat. will be in February report
1000 Books – 1 participant coming in to add to their 1000 Books

- Ordered supplies for Take & Make and other crafts

Collections/ Organization

- Moved YA upstairs,
- Re-organized and re-shelved Middle readers to make use of new space
- Moved Independent Reader Series into the back room
- Created new shelf identifiers
- Moved games and audio books
- Moved Fairy Tales to the Early Reader room
- New bulletin board
- Relocated the community bulletin board to the one near the door to accommodate more notices
- Added new games to collection

Record Keeping

- Stats for 2023 to Laura for State Annual Report

Outreach & Communications

- FES – Outdoor Learning Day canceled due to rain
- Winter Wear Drive - Friends of the Library picking up this week to bring to Church in Antrim

Planning/ Projects for February

- Yearly planning
- Summer Reading Planning

Staffing Update:

- All is working out well with Silas, Donna, and Ellen filling in upstairs.
- Ellen has let me know a few Fridays she will be out, Donna is filling in. Working on sub for me for a Tuesday in late March.

Substitutes

We have several interested candidates. I believe someone on the Board should meet with/ decide who we should take on as subs. How would you like to proceed with the following interest.

Lorelei Smith - A college student Laura reached out to before she left. Lorelei looking for regular part time work, home through early August. She is a regular library patron.

Lisa Heath - John forwarded her email from the Director email account.

I'm interested in applying for the library assistant job posted in the Frankestown News. As a former teacher I believe I have the skills necessary for this job. I look forward to hearing from you.

Parent of another potential candidate stopped in today to inquire about the job. Her 21 year old may be interested.

- I suggest we bring one or more of the subs we hire into the regular Saturday rotation when we resume Saturdays in March.
- Because these subs would be downstairs in Children's while Barbara is upstairs, I am not sure if any additional hiring steps need to take place for someone working with children. References etc.?
- I feel that hiring should be handled by the Trustees in absence of the Director. I am happy to show them the ropes around the library and organize the scheduling, however I feel strongly that the Trustees should hire, make clear any new hires responsibilities and collect any necessary documents for the town required to hire/onboard.

Volunteers:

We had a request from the mother of a 12 year old looking to volunteer for community service hours. We do have forms for 12-15 year old volunteers, but this is not something I had done with Laura yet. We had a few start the process, but never returned the forms. I would prefer to wait to take on volunteers until we have a new director in place.

YA Room:

Positive feedback from our teens and their parents. I have been talking with them about what they might like to see for furniture. I will bring some ideas to next month's meeting.

Collection Budget Request:

I spoke with Laura about this just before she left. The way the collection budget has always been handled is Laura would on the spreadsheet allocate a portion of the book collection budget line to Children's. This amount has been \$3000 of the \$9000 total for the past few years. The thought behind the split being that hardcover fiction and nonfiction for upstairs is often more expensive so more funds are allocated to that collection. Given the increase in circulation for Children's over the past year, rising prices for all books, the growing number of patrons aging into YA, and working to expand the YA collection upstairs for these readers I would like to request a larger portion of the total book budget. I like having a hard number to work with and with that in mind would like to request an additional \$650 from the total annual book budget which I will use for our YA collection. Typically I order 4 or 5 books a month for our YA collection, the additional funds would allow me to add an additional 4 to 5 books to the collection each month over the course of the year without impacting the collection development for other age groups in the Children's budget.

*Consensus of the board is in agreement with this change.

V. Ongoing Business

A. Maintenance – Indoors and Out:

B. Policies:

C. Strategic Planning update:

D. Search Committee update: Madeline will look at the posted ad and suggest some tweaks.

E. Trustees' Suggestions:

F. Other:

VI. Public Comment:

VII. New Business:

VIII. Non-Public Session:

X. Adjournment: Steve moves to adjourn. Jen seconded and the meeting adjourned at 4:22 PM

Next meeting – February 13th, 2024
4:00 PM
In the Library