

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR THE MEETING OF THE BOARD OF TRUSTEES
March 13, 2024
4:00 PM

In Attendance: Daryl Hazel, Chair; John Ludlam, Treasurer; Madeline Arpin, Secretary; Stephen Griffin, Trustee; Susan Kane, Trustee; Kelly Bellemare, Children's Librarian, Jen Perkinson, Alternate Trustee, Sue Jonas, Alternate Trustee;

Members of the Public: Ashley Robinson, Marsha Dixon

Meeting convened at: 4:02 pm

- I. Election of Officers:
 - A. Steve nominates John Ludlam for Chairperson: Passed
 - B. Daryl Nominates Steve for Treasurer: Passed
 - C. Susan nominates Madeline Arpin for Secretary: Passed
 - D. John moves to thank Daryl for his commitment to board for three years and his dedicated service as the Chairperson. Madeline Seconds. Whole board is in agreement.
- II. Approval of February Minutes – Steve moved to accept the minutes as revised. John seconded. Passed.
- III. Treasurer's Report:
 - A. January expenses reflect purchases totaling \$341.59 for books and checks. Small gain in stocks, to be expected with current market trends. Madeline moves to accept the treasurer's report. Steve seconds. Passed.
- IV. Budget Report:
 - A. As expected. Comparison from last year because new budget technically has not been approved until town meeting.
- V. Librarians' Reports
 - A. Monthly Statistics
 - a. John will talk to hoopla rep about parameters limiting audio books.
 - B. Discussion on book ordering:
 - C. Discussion of NH Library's authentication request regarding downloadable books: move this discussion to next meeting.

D. Discussion of 2024 season passes:

- a. Steve moves to renew Currier museum, NH State Parks Pass. Susan seconds. Passed.
- b. Discussion revolving reimbursement for museum passes and other passes that did not get approved for next meeting.

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

Report for the Trustees - February 2024

Children's Patrons/ Circulation Statistics:

Statistics for years 2019-2024 (no February records 2019-2021)

	2/2019	1/2020	2/2021	2/2022	2/2023	2/2024
Patrons	No records	No records	No records	73	143	175
Circulation	No records	No records	No records	270	603	563

Passive Programs

Take & Make kits 29/30 picked up

1000 Books – 1 participant coming in to add to their 1000 Books

Collections Development:

- Baker & Taylor Order placed
- Amazon order placed

Building Updates:

- Henry came in to address a heat issue discovered by cleaning staff one Monday in early February.
- Henry noted flooring coming loose in areas notified John.
- Lightbulbs out and ordered by Henry.
- Alarm issue seems to have been resolved.

Outreach & Communications

- Posted events on Facebook, Wowbrary, Instagram

Planning/ Projects for March

- Yearly planning - Spring planning
- Summer Reading Planning - Joint event planned with Greenfield to Kick off summer in Greenfield - Talewise

Upcoming Programs:

- Pi(e) Day

- Baby Book Club/ Friday Friends
- Joan Hanchett Nature Series – April 5th
- LEGOs, art, Book Buddies, Behind the Scenes at the Library

Collection Budget Request/ Question:

- Patron asked if library meeting space may be used during hours the library is closed. What is the procedure?

VI. Ongoing Business

- A. Maintenance – Indoors and Out: Cardoza is coming to the library on March 19th to analyze the floors in the children’s library.
- B. Policies:
- C. Strategic Planning update:
 - i. Steve moves to thank the committee for all the hard work, careful thought and proposals in this process. Thank you to Susan Kane as well for being a wonderful facilitator during this time consuming and difficult process. John Seconds. All are in agreement and thanks.
 - ii. John moves to accept the strategic plan as presented by the committee. Steve seconds. Passed.
 - iii. Susan moves to accept the communication plan as Steve has presented. John Seconds. Passed.
 - iv. Daryl moves to dissolve the strategic planning committee. Susan Seconds. Passed.
- D. Search Committee update:
 - i. Moving forward with and interviews for the Director’s position for multiple candidates.
 - ii. Susan moves to empower the search committee to make a contingent offer of employment. John Seconds.
- E. Other:

VII. New Business:

- A. Discussion of potential new part-time hire:
 - i. Still working on coverage for Saturdays.
- B. Discussion of other staff issues

VIII. Trustees’ Suggestions:

IX. Other Business:

X. Public Comment

XI. Non-Public Session:

XII. Adjournment: Steve moves to adjourn. Susan seconded and the meeting adjourned at 5:54 PM

Next meeting – April 10th, 2024
4:00 PM
In the Library