

**GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF BOARD OF TRUSTEES
MARCH 07, 2019**

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

Members of the Public: David Luther; Henry Kunhardt

Meeting Convened: 10:00

- I. Approval of February 07, 2019 and February 19, 2019 minutes
Elizabeth moved; Jan seconded and the minutes from February 7, 2019 and February 19, 2019 were approved.
- II. Library Director's Report
 - A. Library Director's Report.

Carol shared the circulation statistics which were positive. She reported that the Quilt Display is encouraging attendance. It is scheduled through the end of March and Carol will see if it can be continued until April 23.

Fire, security, and elevator checks were completed and are awaiting final reports; it is anticipated that there are a few small items that will need attention. Ed will follow up with elevator inspection on electricity.

Carol reported that she is continuing the following Museum Passes for 2019: Canterbury Shaker Village; Currier Museum of Art; Montshire Museum of Science; NH State Parks. Passes for Woodman Museum and Bedrock Gardens will be added for 2019. Mariposa passes will be discontinued.

The library will remain open on Town Meeting Day unless Ruth is not available.
 - B. Children's Librarian's Report.

Bev described the upcoming Turtle program scheduled for Tuesday 3/12; if the heat is not working in the library, it will be moved to the Town Offices.

The desk for the Children's area, being built by the Concord prison workshop, has been ordered. She is hoping to have a program where children of the community have a Book and Game Drive for the children of inmates during family visitations at the prison.

A magician has been scheduled for the summer programming kick off.

Bev has been busy applying for various grants for children's services.

The Dash and Dots robots will be available in April.

The Preschool Story time will begin in April on Tuesday mornings.
- III. Treasurer's Report
Elizabeth moved, Deb seconded all approved the Treasurer's report.

IV. Ongoing Business

A. Update on search for new Library Director

Mindy shared copies of the online posting, the print posting, and the desirable characteristics and attributes created by the Selection Committee. Jan & Mindy updated the Trustees on the progress of the Selection Committee, including asking for feedback on identifying additional desirable characteristics and attributes, describing the postings and the process, and identifying avenues of advertising the position. Suggestions to try LinkedIn, Glass Door, and Monster will be explored.

B. Other

Elizabeth moved, Jan seconded, and it was approved that up to \$500.00 from the Trustee budget can be spent to advertise/post information in print sources to solicit a library director.

V. Update on Heating System

Henry Kunhardt updated the Trustees about the heating system at the library. It has been problematic and was not working while this meeting occurred. There will be a \$50,000.00 warrant article proposed at Town Meeting. The purpose of this warrant article is to address problems with the current system. Henry, with support from Ed, recommended that an engineering firm should evaluate the system and provide suggestions for the best course of future actions.

VI. New Business

A. Preparation for Town Meeting

Mindy, Carol, and Elizabeth plan to be at Town Meeting.

B. Other

Carol reported that more roof shingles were blown off in the latest wind storm. Jamie Pike knows and will contact Blair Hardwick to replace shingles and check the roof. He will also contact someone to address the window that is not closing.

Elizabeth, Paul, and Deb were thanked for their years of service on the Library Board. The library has undergone significant changes and improvements during their time as Trustees. Their vision, leadership, and guidance are responsible for these accomplishments.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Elizabeth moved, Jan seconded, and it was approved to adjourn the meeting

Meeting adjourned at 11:25 am

Next regularly scheduled meeting: April 3, 6:30 pm

These minutes recorded by Mindy Pobst