

**GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF BOARD OF TRUSTEES
WEDNESDAY, APRIL 03, 2019
6:30 PM AT THE LIBRARY**

In Attendance: Jan Hicks, Treasurer/Chair; Robin Macrae Haubrich, Trustee; Mindy Pobst, Secretary; Dave Luther, Trustee; Moe Baptiste, Trustee/Treasurer; Carol Brock, Library Director; Bev Bruster, Children's Librarian

Members of the Public: none

Meeting convened: 6:31 pm

I. New Business - Elect Chair, Treasurer, and Secretary.

Robin moved that Jan Hicks be elected as Chairperson, Moe Baptiste as Treasurer, and Mindy Pobst as Secretary for the coming year; Dave Luther seconded, and all approved.

II. Approval of March 07, 2019 minutes

Robin moved, Jan seconded, and the minutes from March 7, 2019 were approved as amended.

III. Librarian Reports

A. Library Director's Report

Carol shared the recent statistics, noting that she was pleased with them particularly because the library was closed for 4 days due to heating problems. She stated that the pay raise for library employees will be effective on April 9th. The AV shelf has been implemented and needs to be painted; she will follow up with Deb Rogers to finalize this installation. She also shared some building concerns requiring repair; Dave Luther will follow up to resolve these.

The Transfer Station has requested that garbage be placed outside on Tuesday evening. Carol will purchase an appropriate disposal receptacle to accommodate this request.

She and Bev have been updating the website and are very pleased with the new interface.

The Bedrock Gardens, Woodman Museum, and NH State Parks passes were added to the existing Museum passes. Carol proposed adding the American Independence Museum in Exeter NH; Mindy moved, Jan seconded, and this addition was approved.

Carol explained that Steve Chamberlain who currently oversees IT/Technical support will be splitting his duties with Ruth Behrsing and each of them will be paid \$500.00/year instead of Steve receiving the entire \$1000.00 compensation. Steve will focus on issues related to the network and infrastructure and Ruth will focus on more specific software use and operational issues.

Carol described upcoming programming including the art of Bob Askey during April. Because he will be selling his work, Jan reminded everyone of the policy regarding personal sales in the library. The "Sew Your Own Pillowcase" workshop, scheduled for April 14th is full; these workshops have been very popular.

Robin inquired about what is being done to address the problem of the shingles that have been blown off the roof. Carol will contact Jamie to report the problem and urge him to follow up on taking care of this.

B. Children's Librarian's Report

Based on receiving the "Revive Your Literacy Grant" from the Literacy Foundation, Bev will be offering a three day celebration focusing on octopuses. On Day 1 (4/23) Sy Montgomery, a local author, who has written on octopuses will present a program in the Town Hall. On Day 2 (4/24) the library will host a 'making yarn octopuses' program. On Day 3 (4/25) the library will present the movie "Finding Dory".

The first visit with the latest therapy dog (provided by the Allens) was a success.

The summer reading theme is "Universe of Stories" and the Summer Reading Kick Off will begin on 6/12 at 10:00 with a presentation by "Magic by George". Bev is planning advanced promotion during the month of May.

She has heard from the prison administrators that the desk for the Children's area is almost complete and is hoping it will be delivered in early May.

She has not yet received a response about a local book drive to benefit the families of inmates.

It was verified that all employees of Francetown, including teachers, can have library cards.

Thoughts about how to provide people who work in Francetown with cards were shared.

IV. Treasurer's Report

Mindy moved, Moe seconded, and it was approved to accept the Treasurer's report.

V. Ongoing Business

A. Update on search for new Library Director

The Board was informed of the current status of the search and provided access to the pool of applicants. The Selection committee is meeting on 4/4 to review the applicants and determine the process for interviewing and finalizing their recommendations to the Board.

B. Other

Jan will contact Henry about hiring a firm to evaluate the heating/cooling system for the library.

VI. New Business, continued

A. Begin process to identify up to 3 Alternates (each a one-year position with candidates recommended by the Library Trustees and appointed by the Board of Selectmen)

Possibilities for alternates were suggested. Jan will contact these people with the anticipation that three of those recommended will agree to serve.

B. Establish a committee to move forward with improvements to Children's Library and adjacent outdoor area in back of building.

It was recommended that, similar to the Space committee for the upstairs area, another committee be created to work on improvements to the Children's area. This committee should be composed of a patron/citizen, library employee, trustee, and a patron who regularly uses the children's area. Three representatives were identified: Deb Rogers, Bev, and Moe. Bev will identify patrons who use the Children's area who may be willing to participate and someone in this category will be asked to join the committee. Jan will contact Deb to ask her about her willingness to participate.

C. Decide if there is to be a library trustee overseeing building matters.

Dave agreed to be responsible for overseeing matters related to the building.

D. Determine registrants for May 29 NHLTA Spring Conference

Jan described the Conference, encouraging everyone who can to participate.

E. Other

Robin, representing the Conservation Commission, stated that blue recycling bags have been provided to the library as a designated pick up spot for the public to use during April.

Moe proposed working on landscaping on the side of fence that lacks any plants. Jan encouraged her to present a plan so that this can be implemented.

Regular meetings will be scheduled for the first Thursday of the month at 6:30 pm.

VII. Public Comment

There was no public comment

VIII. Adjournment

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

Meeting adjourned at 8:40 pm

These minutes recorded by Mindy Pobst

Next meeting: Thursday, May 2, 2019 at 6:30 PM.