

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
THURSDAY, MAY 2, 2019
6:30 AT THE LIBRARY

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

Members of the Public: Peggy Merrow

Meeting convened: 6:30 pm

- I. Approval of April 3, 2019 minutes
Jan moved, Moe seconded and the minutes from April 3, 2019 were approved.
- II. Librarian Reports
 - A. Library Director's Report
Carol provided the Trustees with circulation statistics, stating that they looked good. She explained the InterLibrary Loan system and the procedures surrounding it. She reported on the monthly and used book sales and gave Moe the proceeds. The flyer for the Museum passes is finalized and will be shared with all the students at the Elementary school. She provided a print description of the program schedule for June through September and reviewed it.
 - B. Children's Librarian Report
Bev and the Board members were pleased with the success of the Octopus programming. She has recently applied for another grant from the Children's Literacy Foundation. Bev described May and June children's programs. The kickoff event for summer reading is a visiting magician provided for with grant money. This money also enabled the purchase of books and games for the Children's area.
- III. Treasurer's Report
Jan moved, Mindy seconded and the Treasurer's Report was approved.
- IV. Ongoing Business
 - A. Update on search for new Library Director (Mindy/Jan)
The selection committee recommended an applicant for the position of Library Director. Jan and Mindy described the candidates and how the committee determined which candidate was preferable. Mindy will contact and offer the position to this candidate.
 - B. Contract for New Director
Robin and Jan will review samples and create an Employment Agreement/Contract for the Library Director position.
 - C. Update on search for Board of Trustee Alternates
Peggy Merrow has agreed to be an Alternate Trustee. Other community members were suggested. Three possibilities from this list were identified. Jan will contact them.

- D. Status of actions for improvements in the Children's library (Bev/Moe)
The Children's Space Committee has decided that laminate flooring is the best option for the children's area. They presented the sample they have chosen. The installers will remove the current flooring and install the new flooring for \$4,350.00. The anticipated work date is the end of May or the beginning of June. Bev has contacted the prison proposing that the inmates could make 2 coordinating (with the children's librarian desk) computer stations for the children's area. The Trustees suggested asking if the desks could be built as 2 units instead of one. Bev will contact the builders to see if this is possible. The desk for the Children's Librarian will be installed after the flooring. The budget for renovations in this area is 10,500.00
Mindy moved, Jan seconded, and all approved that up to \$7,500.00 can be spent for the flooring, desks, and computer stations in the Children's area. The outside fencing estimate still needs to be done. This information will be presented at the June Board meeting and it is anticipated that it will be within the budget for this project.
- E. Confirm attendees for May 29 NHLTA Spring Conference
Moe, Dave, Mindy, and Peggy plan to attend.
- F. Contract for Lawn Maintenance/Other Landscaping Issues
Dave and Moe will meet to make decisions about landscaping. Jan will find out where the boundary between the store and the library is. They will make recommendations at the June Board meeting for how to address landscaping concerns.
- G. Other
Moe suggested that compost/mulch be purchased from Ideal Compost for the area in front of the library (left at entrance). Carol also suggested the possibility of adding raised garden beds as part of improving the landscaping. Mindy moved, Jan seconded, and all approved \$100.00 for this project.

Mindy reminded the Board members that if the recommended Library Director is not able to begin the position until July then other options for coverage will need to be explored.

Jan had a discussion with Henry about the roof continuing to lose shingles. Henry will look at the roof and make suggestions for fixing the problem.

It was decided to keep the dehumidifier that was purchased last year as a backup in case the situation with humidity recurs.

- V. New Business
- A. Open House for Carol's farewell
Plans for this event were discussed
- B. Other
Robin stated that the brick repointing needs to be followed up on and addressed.
- VI. Public Comment – There was no public comment.
- VII. Adjournment 8:30

Next meeting: June 6, 2019 at 6:30