

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
Wednesday, July 3, 2019
6:30 AT THE LIBRARY

In Attendance: Jan Hicks, Chair; Robin Macrae Haubrich, Trustee; Mindy Pobst, Secretary; Moe Baptiste, Treasurer; Dave Luther, Trustee; Bev Bruster, Children's Librarian; Daryl Hazel, Alternate Trustee

Members of Public: None

Meeting convened at 6:33

I. Approval of June 6, 2019 minutes

Jan moved, Mindy seconded, and the June, 2019 minutes were approved.

II. Librarian Reports

A. Children's Librarian Report - Programming

Bev reported that many children signed up and were participating in summer reading programs. The Library has been very busy with the amount of families visiting; the programs have been very successful.

Dave Luther's table is beautiful. Praise and thanks were expressed to Dave for the excellent quality and his efficiency and effectiveness in making it.

B. Children's Library - Status of actions for improvements (Bev/Moe)

Bev proposed 2 rugs for downstairs area; the anticipated cost will be \$242.05

Mindy moved, Dave seconded, and it was approved to purchase the proposed rugs for the Children's area.

Moe updated the Board on the status of the fence. There have been some complications with the date of installation.

Moe plans to follow up with the contractors to ensure that the installation occurs as soon as possible.

A discussion centered on how to best landscape the ground that is being fenced in outside the Children's area. Considerations included: putting mulch over ground cloth, leveling the ground, and attending to the pipes outside of the building. It is also recognized that there is a need to keep the Selectmen informed about any work that is done on the outside of the library.

Jan will explore possible options for improving this area with Abigail Arnold (Selectperson) especially regarding the mulch and its possible impact.

Bev will contact other children's librarians who have outside areas in use to see if they have useful information to share about landscaping possibilities.

III. Treasurer's Report

Moe presented the Treasurer's Report.

The Trustees discussed a possible donation to the Correctional Industries of NH Training and skills development.

Clarification is needed about the sale of the bookcase to Deb Rogers for \$10.00.

Mindy moved, Moe seconded, and it was approved to support Bev's intention to coordinate with the Children's Literacy Foundation to provide books for the children of inmates but not to make an additional monetary donation to the Correctional Industries of NH for training and skills development.

Jan will call Deb to clarify details of the bookcase sale.

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

IV. Ongoing Business

A. Update on actions regarding Library Director

a. Contract

Mindy moved, Moe seconded, and it was approved that Jan present the recently developed contract to Laura Abrahamsen.

b. Laura's first day

Donna offered to work full days if it is helpful to Laura. There were many expressions of praise and thanks from the Trustees acknowledging the extraordinary efforts that Bev, Donna and Ruth have shown in "stepping up" during the interim between directors.

Mindy moved, Jan accepted, and it was approved to accept Donna's offer to work full days for the next few weeks according to Laura's preferences as she acclimates to the position.

B. On-going landscaping

Moe reported that she would like to purchase a yard of mulch for front of building. She has also taken care of trimming the Dogwood tree.

Moe reported that both trees in front of library need to be staked.

Mindy moved, Jan seconded, and it was approved to spend up to \$100.00 for purchasing and mulching in front of the library and to stake the trees in front of the library. Moe will implement these plans, with the assistance of Dave Luther's truck for transporting mulch.

V. New Business

A. Additional recognition for Carol

Mindy will call Carol and follow up about her preferences for displaying her portrait/picture in the library. It was agreed that all the portraits of the past Library Directors will be displayed in a new location in the library.

Mindy will also remind Carol that if she has any personal items that are still in the library they need to be retrieved.

B. Jamie Pike asked if the Trustees would like the HVAC system expert who prepared the report on the heating system to explain the report to the Trustees.

The Trustees declined the offer.

C. Mindy asked about the items that could be considered for disposal that were previously identified and itemized by the Space Committee that worked on the redesign of the 1st & 2nd floors. **It was decided that Laura Abrahamsen will make determinations about these items.**

D. Labor Day

If the Library has specific plans for the Labor Day celebration, then those need to be discussed and reported to the Frankestown News before the August 1st issue. **There was consensus that Laura needs to be involved in this discussion.** Depending on Laura's input, it may be necessary to call a special meeting before the regularly scheduled August meeting to discuss this topic. **Labor Day plans will be a topic for the August agenda.**

VI. Public Comment

There was no public comment

VII. Adjournment

Jan moved, Robin seconded, and it was approved to adjourn the meeting. Meeting adjourned at 7:34

These minutes recorded by Mindy Pobst

Next meeting: August 1 at 6:30