

**GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 5, 2019
6:30 AT THE LIBRARY**

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

Members of Public: None

Meeting convened at 6:30 pm

I. Approval of August 1, 2019 meeting minutes

Jan moved, Robin seconded and the minutes from the August 1, 2019 meeting were approved as amended.

Jan applauded Bev & Laura for their articles in the Frankestown News. She commended them for being informative and well done. The other Trustees agreed.

II. Librarian Reports

A. Library Director's Report

Laura has been updating the collection by weeding and replacing old and damaged items with new versions. She has also worked with Comcast to double the speed of the Internet connection without a price increase. She recommends adding another router on the main floor and moving boosters accordingly. She has purchased book repair tools. Laura recognizes that many patrons have an interest in researching local history. This will be the focus of her next news article.

B. Children's Librarian Report

Bev reported that September is Pirates & Mermaids month at the library and described the activities planned to support this theme. She has also been weeding books. She plans to donate some of the weeded books to the CLIF foundation. Collecting books for the Book Drive, in coordination with CLIF's Books for Children of Inmates Program will begin in October. **Jan and Mindy offered to help Bev with these two initiatives.** Bev also described other activities planned for October including a puppet show, visits from the therapy dog, book discussions, and promoting the use of board games for young adults.

III. Treasurer's Report

A. Vote to accept \$5,000 donation from Houston Foundation

Mindy moved, Jan seconded, and all approved to accept the \$5,000.00 unrestricted donation from the Houston Foundation.

B. \$2,500 unspent in budget

Moe explained the other Treasury reports; including an accounting for the balance in the general checking account. There is a surplus of about \$2500.00 (mostly due to savings on salaries) which can be spent on needs other than salaries.

Mindy moved, Jan seconded, and all approved to accept the Treasurer's Report

C. Start work on budget with Laura – due Oct 17

Jan noted that the budget is due to the Selectmen on 10/17.

Moe, Jan, and Laura will meet to discuss this in the middle of September.

IV. Ongoing Business

A. Status of photo of Carol Brock; placement of photos of 3 Directors (Mindy)

The portraits of previous library directors have been mounted and framed. Name plates were also purchased; gold name plates will be put on front of the photos and black name plates will be put on the back. **Jan moved, Moe seconded, and all approved that the portraits should be displayed on the front wall near the alarm system; to facilitate this placement it was approved to purchase another mobile bookcase for the main floor.**

Mindy moved, Moe seconded, and all approved the purchase of a \$50.00 gift card from the Toadstool bookstore to compensate Jenny Fritz for her efforts in taking and printing the photo.

B. Hanging/labeling of art (Robin)

Robin described pictures that were found in the attic and those that are still missing. **Jan will ask Jamie about the benefits of insuring items. J**

C. Cleaning out of attic and Children's Library closets (Jan/Robin)

Laura needs help moving Santa Claus decoration to Antrim on Wednesday. **Kevin Pobst, Jan, and Laura plan to move the Santa on Tuesday 9/10. Jan or Laura will email Kevin about timing.** If Laura needs more help, she was encouraged to contact the Trustees.

D. Other

a. Clean out weeds in back area

Mindy moved, Jan seconded, and all approved that those who want to work on the landscaping in the fenced area will develop a plan and use up to \$500.00 for materials

Robin reported that the Conservation Commission is doing an assessment of ash trees in the area to determine their health and future effect.

Moe will begin beautifying the area around the fence; Robin offered to help.

b. Hanchett Nature Series sponsorship

When the speaker for this program is determined, the library will help with promotion.

c. Community Supper

Jan will find out which months are available and email Trustees for feedback. Jan will talk with Ruth about the feasibility of using the library and library programming for making items to include in Welcome Baskets.

d. Open House

The Open House was a success. It was estimated that the library had over 70 visitors.

V. New Business

A. Capital Improvement Plan

Laura suggested that we spend the next year assessing future needs, particularly after all the recent improvements.

B. 250th Frankestown Anniversary Committee participation

Robin will initially represent the Library on this committee.

C. Discussion regarding fines (Mindy)

Mindy presented the latest recommendations from ALA regarding collecting overdue fees in from libraries.

There was a discussion about the benefits vs the detriments of collecting fines.

Laura will compile information and present her recommendations for practices regarding circulation periods, the number of items able to be checked out, renewals, holds, fines for overdue items, etc. at the October Board meeting. The Trustees will consider this information and determine which practices to adopt. How to introduce these practices to the community will also be discussed.

D. ALA Memberships for Laura and Bev (Mindy)

Laura will research which options are best for the staff and present her recommendations for membership at the October meeting.

A. Other

Mindy moved, Jan seconded, and all approved purchasing \$50.00 gift cards from the Toadstool bookstore as gifts for Donna, Ruth, and Bev for their extraordinary efforts in June and July.

Laura will be at the Old Meeting House "Meet and Greet" with library materials. **Jan will call Marcy to get more information about the event.**

Moe asked about adequate compensation for the library staff. Addressing this would mean gathering information and presenting the data to the Selectmen.

Dave, Mindy, and Moe will work on gathering and compiling data to assess salaries compared to other NH towns.

Robin shared a document about the library from the Hill estate indicating that this is the 50th anniversary of the Children's area in the library

Laura offered to record the minutes at the 10/3/19 meeting.

VI. Public Comment

There was no public comment.

VII. Jan moved, Robin seconded, and all approved to adjourn the meeting.

The meeting adjourned at 8:18 pm.

Next meeting: October 3, 2019 at 6:30

These minutes recorded by Mindy Pobst