

**GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
THURSDAY, AUGUST 1, 2019
6:30 AT THE LIBRARY**

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

Members of the Public: none

Meeting convened: 6:32

I. Approval of July 3, 2019 meeting minutes

Jan moved, Robin seconded and the minutes from the July 3, 2019 meeting were approved as amended.

II. Librarian Reports

A. Library Director's Report

Laura expressed her thanks for the support she has received from Bev, Ruth, and Donna and the Trustees. She stated that she feels she is becoming familiar with the collection and the community. She discussed her approach to collection development and proposing the incorporation of new practices, such as "Adopt an Author".

She also described her efforts to increase Wi-Fi access at the library. She has been exploring options with Steve Chamberlain and Comcast. She has contacted Jamie for further information.

She will continue to investigate the pricing and the services associated with various costs and will then update the Trustees about options.

B. Children's Librarian Report

Bev reported that the Summer Reading program was a big success. At least 60 people attended the Storyteller program. She shared some of the "thank you" notes children wrote indicating how appreciative they were of the program.

Patrons have been very complimentary about the changes in the children's area of the library.

Jan will attend the Selectmen's meeting on Monday (8/5) to answer questions Henry has raised about the library fence installation. Moe will (re)schedule the installation after this meeting.

Since the light sensors are not triggered by children, Bev will investigate whether or not they can be lowered so the lights will turn on when shorter heights are detected.

III. Treasurer's Report

Jan highlighted that the budget is in good shape, especially with the reimbursement of approximately \$6,000.00 from the Harwood account and the approximately \$4,700.00 donation from Hanchett estate.

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

IV. Ongoing Business

A. Determine participation in Labor Day

It was decided to host an Open House in the Library for Labor Day from 10:00 am – 1:00 pm. Jan will purchase lemonade, iced tea, and water, which will be provided at the entrance to the Library. Laura will be available to 'meet and greet' community members. Mindy will contact Trustees and others to schedule hosting responsibilities for various areas inside the library.

A. Contract for New Director Finalized and signed

Laura has signed and accepted the contract

- B. Status of actions for improvements in the Children's library (Bev)
(see II.B)
- C. Status of photo of Carol Brock (Mindy)
Carol would like another photograph taken for display in the library. **Mindy will contact Isabella Hill and Carol to arrange this. She will also arrange for displaying the photographs of the librarians and displaying associated plaques.**
- D. Hanging/labeling of art (Robin)
Robin has displayed the Mary Alison Bixby Hill and Abraham Lincoln portraits. She has updated plaques to identify portraits throughout the library. The trustees admired this work. Robin is looking for other donations based on past records, some of which may be valuable. **Charlie and Robin will work on identifying and finding these donations.**
- E. Other
Mindy suggested considering providing transportation when implementing adult programming.

V. New Business

- A. Plans for Thanksgiving, Christmas and New Year's operating hours
Jan moved, Mindy seconded, and it was approved that for the Thanksgiving Holiday the library will be closed on Thursday 11/28/19, Friday 11/29/19, and Saturday, 11/30/19; for the Christmas Holiday the library will be closed on Tuesday 12/24/19, Wednesday, 12/25/19, and Thursday, 12/26/19, and for the New Year's Day Holiday the library will be closed for Tuesday, 12/31/19, and Wednesday, 1/1/20.

- A. Other
Jan moved, Mindy seconded, and it was approved to spend up to \$250.00 for name tags for staff and Trustees. Laura will arrange this.

Dave suggested exploring options to ensure increased library publicity.

Dave will send Laura contact information for Monadnock Ledger staff and Laura will pursue this.

Mindy moved, Jan seconded, and it was approved not to accept the donation of items from the Dariel Peterson estate.

Jan shared schedules prepared by Robin describing periodic responsibilities of the Library staff and Trustees. Jan encouraged members to review them for future discussions. Based on initial review, **Jan will contact Lori about the possibility of sponsoring a Community Supper.**

Robin reported that the Frankestown Land Trust Board wants to know if Library will be providing a donation for the Joan Hanchett Nature Series. **Robin will contact Carol to determine how this was funded and provide Trustees with information at the next meeting.**

V. Public Comment

There was no public comment

VI. Adjournment

**Mindy moved, Jan seconded, and it was approved to adjourn the meeting.
The meeting adjourned at 8:21.**

These minutes recorded by Mindy Pobst

Next meeting: September 5, 2019 at 6:30