

GEORGE HOLMES BIXBY MEMORIAL LIBRARY  
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES  
THURSDAY, June 6, 2019  
4:00 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; Charley Beadleston, Alternate Trustee; Peggy Mellow, Alternate Trustee

**Members of the Public:** none

Meeting convened: 4:00 pm

- I. Approval of May 2, 2019 minutes  
Robin moved; Moe seconded, and the minutes were approved.
- II. Librarian Reports
  - A. Children's Librarian Report  
Bev thanked those who helped move items from the Children's area in anticipation of the flooring installation. **She is hoping that Trustees will be able to help reshell items either on 6/13 or 6/14.** The new desks for the Children's area will be delivered on 6/17. Bev plans to start an ongoing book drive in coordination with the Concord prison and **would appreciate suggestions on presenting and running the book drive.** She described the planning and programming for the Summer Reading program which includes a Magician show, a professional "Reader" (funded with a grant from the Children's Literacy Foundation) and a Make-Your-Own SUN-dae party. Students who participate in STORY WALK (sponsored by the Conservation Commission) around the quarry loop will receive a glow stick. Bev proposed purchasing rugs for the Children's area after the flooring is installed and presented samples. **The decision to purchase rugs will be revisited at the July Trustee meeting.**
  - B. Fence Estimate  
Moe shared the type of fencing chosen and asked for feedback on height and color. **She will get an estimate for the cost of either 42" or 48" inch fencing. The color chosen was Light Bronze.** Mindy moved, Jan seconded, and it was approved to authorize up to **\$2000.00 for the down payment on the fence installation.**  
The options for acquiring Picnic Tables for this area were reviewed. Both Moe and Dave presented an example of the picnic table they liked. Dave is confident he can build it for less than \$300.00. Jan will ask Paul Lawrence and Jamie Pike if there is reason that Dave (as a Trustee) should not build it. **Jan moved that the library approve up to \$300.00 from the Children's Fund to cover the cost of the picnic table if Paul and Jamie see no reason for concern, Moe seconded, and the motion was approved.**
- III. Treasurer's Report  
Jan moved, Robin seconded, and it was approved to accept the Treasurer's report as presented. **Jan moved to take the distribution from the Harwood fund to cover appropriate expenses (materials that support visually impaired patrons) but which have been funded from the Trustee account, Robin seconded, and the motion was approved.**
- IV. Ongoing Business
  - A. Update on actions regarding Library Director  
A satisfactory background check on Laura has been received and she will start on July 8. Robin and Jan have worked on developing a contract for the Library Director position. Paul and Jamie are reviewing it. It is hoped that it will be finalized at the July Board meeting so that Laura can sign it before she begins in July. Jan reported that the GHBM staff has been absolutely fabulous about covering for absences in June. They are being paid at the Children's Librarian rate. Jan is also following up on managing the Security/Fire Alarm system in the Library.

- B. Update on search for Board of Trustee Alternates  
Peggy Merrow, Daryl Hazel, Charley Beadleston have all agreed to be Alternate Trustees.
- C. Status of actions for improvements in the Children's library (Bev/Moe)  
(See II.- Librarian Reports)
- D. Feedback from May 29 NHLTA Spring Conference  
Based on the sessions attended, Trustees shared these suggestions: purchase name tags for both staff and trustees; when appropriate have a message from the trustees in the Francetown News; the Library's group email should be checked to ensure that news from the library is being received through at these email addresses; new residents should receive library cards in welcome packets; a "Friends of the Library" program should be encouraged; Social Media & how to use it more effectively should be examined; consider purchasing and circulating wi-fi hotspots; and implementing programming centering on cooking and cookbooks.

V. New Business

The Selectmen shared a report on Heating / Air System for the library. The conclusion seems to be that at the present time this system should suffice. The current Board may want to have another meeting that focuses on the Library's heating system, with a focus on understanding it and the issues that are likely to occur, and if there are preventative measures rather than reactive measures that should be considered.

The bricks on the outside of the library are being repointed

The Trustees are grateful to Moe for the landscaping that has been done. She still wants to do something outside fence with money that has already been approved, but this may wait until Fall

**On June 19<sup>th</sup> the Humanities Council program, Quilts and the Stories they Tell will be presented at the Town Hall at 6:30 pm. Mindy will take care of the set up at the Town Hall and introduce the speaker.** Operations during July 4<sup>th</sup> Weekend

- A. **Mindy moved that library should be closed during 7/4, 7/5, 7/6 for the long weekend, Moe seconded, and it was approved.**

- B. Date for next meeting

**The next meeting will be held at the library on July 3 at 6:30 pm**

Robin presented the portrait of Mary Alison Bixby that Brooks Place wishes to the library.

Jan moved, Moe seconded, and it was approved to accept the gift.

**It was noted that all the pictures in the library need identifying plaques.**

Jan suggested that the Trustees should consider developing a strategic plan, focusing on the direction we would like the library to take. She encouraged everyone to come to Board meetings with ideas related to this.

**When Laura comes to the library on 7/9, there will be a short 'meet and greet' with the Trustees who are available, Jan will ask Laura what time works best for her and inform the Trustees.**

Robin reported on the sign being created by the Eagle Scout on the property next to the library. There is some concern that the Rose of Sharon plant in this area may need to be replaced.

**Jan will give the Alternate Trustees a tour of the building Thursday 6/13 at 9:30 am.**

VI. Public Comment – there was no public comment

VII. Adjournment

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

The meeting adjourned at 5:52 pm

These minutes recorded by Mindy Pobst

**Next meeting: July 3 at 6:30 pm**