

GEORGE HOLMES BIXBY MEMORIAL LIBRARY  
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 5, 2020

4:00 Via Zoom

**In Attendance:** Jan Hicks, Chair; Mindy Pobst, Secretary; Moe Baptiste, Trustee; Dave Luther, Trustee; Peggy Merrow, Trustee; Charley Beadleston, Alternate Trustee; Daryl Hazel, Alternate Trustee; Laura Abrahamsen, Library Director; Chloe Kipka, Children's Librarian

**Members of the Public:** none

**Meeting convened: 4:02**

- I. Approval of July 7, 2020 meeting minutes

**Jan moved, Moe seconded, and the July 7, 2020 minutes were approved.**

- II. Librarian's Reports

A. Director

Laura reported that the number of patrons coming into the library is increasing. They may have to close the Children's area on Friday during the lunch period when there is no one to monitor this area. Another patron used the AV room for a zoom meeting and donated \$25.00. Laura plans to change the format for the circulation tracking report. The update will more accurately reflect usage categories.

1. Biblionix

There will be a full backup done by Biblionix this Saturday in anticipation of the migration to this library system. The migration should be complete beginning this Tuesday, 8/11/2020.

**Moe moved, David seconded, and Biblionex Syndetics Unbound was approved as the level of service that will be purchased and implemented.**

2. Plan for holiday closings

**Jan moved, Moe seconded, and the Holiday Schedule with the following closings was approved:**

**Veteran's Day** - Wednesday 11/11/20

**Thanksgiving** - Thursday 11/26/20 and Friday 11/27/20

(open on Saturday 11/28/20)

**Christmas** - Christmas Eve, Thursday 11/24/20 and Christmas Day, Friday 12/25/20 and Saturday, 12/26/20

**New Year's** – New Year's Day, Friday 1/1/21 (open on Thursday 12/31/20 and Saturday 1/2/21)

B. Children's Librarian

Chloe is trying to figure out how best to support all the families in Francetown with the impact of the pandemic on the schools. She is excited about developing the graphic novel collection. She thanked Dave for his assistance with the story walks, which are popular.

III. Treasurer's Monthly Report

**Mindy moved, Moe seconded, and the July Treasurer's report was approved.**

IV. Ongoing Business

A. Trustees' Suggestions

There were no Trustee suggestions

B. Status of Response to Annual Fire Safety Inspection (David)

Everything on the inspection report has been fixed except the lamp on the front porch; Bruce will follow up on the final repairs. Laura reported that Bruce was great in completing the various tasks. He will find out if the light sensor has somehow been affected when the repairs were completed.

C. Sale of dehumidifier

**Jan moved, Moe seconded, and it was approved that Laura will purchase the dehumidifier from the library for \$100.00**

D. Other

Laura is going to present a short story discussion at the Old Meeting House on the lawn on August 26<sup>th</sup>.

Jan applauded Chloe & Laura for their articles in the FT News. All members of the Board agreed that they are excellent.

V. New Business

A. Sign for Book Drop

Various options for identifying the book drop were discussed. **Dave will meet with Chloe to decide how best to proceed.**

B. Policy for materials

Dave asked what the practices are for returned materials. Laura described that books are quarantined for 3 days and magazines are quarantined for 4 days. A feature of Biblionix is that it will assign a quarantine status to materials.

VI. Public Comment

There was no public comment.

VII. Adjournment

**Jan moved, Mindy seconded, and it was approved to adjourn the meeting at 5:04**

**Next meeting: September 2, 2020 at 4:00 pm**

These minutes recorded by Mindy Pobst

*Under the emergency provisions of RSA-91A, and the orders of the Governor under Executive Order 2020-04 Emergency Order #17, one or more members of the Board of Selectmen may be attending this meeting electronically. In order to participate, go to <https://zoom.us/j/432154498>  
Or participate via telephone (929) 436-2866 or (213) 338 8477*

Meeting ID: 840 5140 7816 Password: 364391

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