

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
Wednesday, October 7, 2020
4:00 Via Zoom

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

Members of the Public: none

Meeting convened: 4:04

- I. Approval of September 2, 2020 meeting minutes
Jan moved, Dave seconded, and the September 2, 2020 minutes were approved.
- II. Librarian's Reports
 - A. Director

Laura reported that patron visits are increasing, and the return of Interlibrary Loan is appreciated. Library staff have the authority to decide which copier is best to use. She is hosting the Nubanusit Coop meeting on 10/8 via Zoom and hope this experience will inform how to best implement the upcoming program "Talking about Race" on 10/20. These experiences should also help with future decisions about hosting Humanities Council programming, although she acknowledges that broadband access is an issue for many patrons.

The 2020 budget still has a surplus. If possible, she is planning to use some of the money by prepaying subscription services and Biblionix fees. She was encouraged to be creative in spending the money particularly as it relates to upgrading or improving library furnishings.

Laura will refer to the Space Committee's document as a guide for recommendations for purchases that would improve library spaces; if she cannot locate it, Mindy will send it to her.
 - B. Children's Librarian

Chloe is pleased with the popularity of the Make and Take kits. She described her plans for Halloween activities, which include entering a Ruth Bader Ginsburg scarecrow for the scarecrow contest. She is also pleased with the number of patrons (61) Instagram followers for library information.

She is still considering how best to connect with the schools and was encouraged to do so even if limited contact is advisable during the next few months.
- III. Treasurer's Monthly Report
Mindy moved, Peg seconded, and the September Treasurer's report was approved.
- IV. Ongoing Business
 - A. Trustees' Suggestions

Jan, Laura, and Peggy will meet next Wednesday (via Zoom) to review 2021 budget. Every Town department is expected to reduce its budget by 2%. Budget proposals are due on 10/16.

Mindy will contact Laura about making arrangements with Jenny Fritz to photograph Laura for a Library Director's photo for display in the Library.

Dave reminded Board members we are still responsible for an annual evaluation of the Director even though it had been postponed due to the Covid pandemic.

Mindy will find the information and documents that had not been implemented because of the pandemic and share them with Board members. Jan will review these and determine how to proceed.

B. Status of Website

Dave proposed, Jan seconded, and it was approved to develop a plan to consider options in implementing a new website.

Laura will ask the Nubanusit Library group for feedback regarding experiences in redesigning websites.

Peggy sent Jan the website of the Camp she works at as an example of a site built using SquareSpace.

SquareSpace, Rebecca Harris, and Dave's contact (who whose work focuses on the design of library websites) are being considered as possible contacts for future implementation.

C. Other

V. New Business

A. Discussion of definition of Vacation/Sick Time Off

Daryl observed that to standardize the time, all measurements should be in hours.

Jan will rewrite the 3.2 policy related to vacation time accordingly so that the measurements for sick and vacation time are consistent and are described as Paid Time Off.

B. Indoor air quality during winter month

Laura described the environment of the library. Although Chloe has observed patrons in the children's area who remove their masks, most patrons in the adult sections of the library respect and adhere to the official health guidelines. Laura recommended plug-in ionizers to assist in filtering the air during the winter season.

Jan moved, Mindy seconded, and an amount of up to \$150.00 for the purchase of ionizers to be placed at circulation desks was approved.

VI. Non-Public Meeting (As May be Needed)

Jan moved, Mindy seconded, and it was approved to enter a Non-Public meeting.

VII. Public Comment

There was no public comment

VIII. Adjournment

Jan moved, Dave seconded, and it was approved to adjourn the meeting at 5:20 pm.

Next meeting: TBD

These minutes submitted 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/83039842075>

Or participate via telephone (929) 436-2866 or (213) 338 8477

Meeting ID: 889 6753 8322 Password: 258778

For those concerned with recent reports about ZOOM, we have applied the proper security settings to our account to avoid meeting hacking. If you have difficulty hearing or viewing the meeting via this method, please call the office at 603-547-3469.