

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR THE MEETING OF THE BOARD OF TRUSTEES
Tuesday, December 1, 2020
4:00 Via Zoom

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

Members of the Public: none

Meeting convened: 4:05

- I. Approval of October 7, 2020 and November 17, 2020 meeting minutes
Peggy moved, Jan seconded, and the October 7, 2020 public, special, and nonpublic meeting minutes, were approved as amended.
Jan moved, Peggy seconded, and the November 11, 2020 special meeting and nonpublic meeting minutes were approved.
- II. Librarian's Reports
 - A. Library Director
Laura believes that patrons are reacting well to the return to curbside pickup (due to Covid conditions). She was pleased with the attendance for the *Talking about Race* virtual program. Based on this experience, she is considering presenting a previously scheduled program focusing on necessary legal documents for the elderly through an online platform. She reported that having a new computer at the circulation desk has been a great improvement. She is planning to revise the format for reporting circulation statistics. Acquiring hotspots and Museum passes, as well as paying for ALA memberships, were also discussed.
 - B. Children's Librarian
Chloe is pleased with the community response to the craft kits and plans to continue this program with various themes. The Francetown Academy Donation of \$250.00 will be targeted for the purchase of graphic novel classics for the middle school population.
- III. Treasurer's Monthly Report
 - A. Approval of October and November Treasury Report
Mindy moved, Dave seconded, and the October and November Treasurer's reports were approved.
 - B. Acceptance of \$5,000 Donation
Jan moved, Dave seconded, and it was approved to accept the \$5000.00 unrestricted donation from the Houston Trust, to be added to the general fund.
- IV. Ongoing Business
 - A. Trustees' Suggestions
Mindy suggested that it would be easier for patrons to identify GHBML DVDs if they had an obvious label on the outside of the case; Chloe will explore ways to do so.
Laura does not think leaving library materials outside while the library is open for patrons to pick up (instead of identifying a specified time) will work due to weather and privacy concerns.
The email for the Children's Librarian is Kidlit52@gmail.com

B. Status of Website

Jan moved, Peggy seconded, and it was approved to allocate \$3,000 from the Trustees regular fund to move forward with the proposal from Civic Plus to develop an improved Library website within the Town's platform. Laura will contact Civic Plus, accept the proposal, and determine the next steps. Dave was commended for his efforts in promoting this endeavor.

C. Status of Wi-fi Upgrade

There have been no upgrades.

D. Policy re Personal Time Off

Jan will revise the policy so that it reflects:

- **time allocated as paid time off is expressed in equal units of measurement**
- **paid time off is not distinguished as to cause or purpose (personal, sick, and vacation time are considered equal)**
- **what happens to paid time off that is allocated but not used by employees in a given calendar year**
- **a prohibition that paid time off can NOT be used to routinely alter scheduled hours or conditions of employment**

E. Strategic Plan Review

This will be reviewed and discussed at the January Board meeting.

F. Status of Director's Performance Review

Peggy, Jan, and Laura will meet on 12/10 to review the evaluation.

G. Other

V. New Business

A. Offer of Photo Montage from Brooks Place

Jan will clarify the details of the offer. Laura is supportive of the offer and will decide about the display when she knows the specifics.

B. Potential Trustee Candidates

Jan will provide an update on this topic at the January meeting.

VI. Public Comment

There was no public comment

VII. Adjournment

Mindy moved, Peggy seconded, and it was approved to adjourn at 5:08 pm

Next meeting: **Wednesday, January 6 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/83039842075>

Or participate via telephone (929) 436-2866 or (213) 338 Meeting ID: 850 5435 Password: 748970

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.