

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, MARCH 3, 2020
5:00 AT THE LIBRARY

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

Members of the Public: none

Meeting convened: 5:15

The Trustees recognized and thanked Robin for her service on the Library Board. In addition to her service as Secretary, she has been responsible for many improvements, including revising library policies, cataloging artwork, and numerous research endeavors. Her support and guidance for library projects and personnel has been vital to ensuring the Library's service to the community.

I. Approval of February 12, 2020 meeting minutes

Jan moved, Dave seconded, and the minutes were accepted as amended.

II. Librarian Reports

A. Library Director's Report

Laura stated that her first annual NH librarian's report has been submitted and approved. She is excited about upcoming programs: the *Varnum Exhibit* in April & May ; "*Talking About Race*" on April 9, which is being cosponsored at the Dodge Library in Bennington (and where the program will take place); and *The Humanities Council Presentation on Poor Farms* on April 16th. She encouraged the Trustees to actively support these programs.

She will arrange for a sub during the last week of March into April to cover for Bev's vacation.

She will determine the cost of the printing new bookmarks with updated and corrected information or with an older template and using stickers to update and correct the information.

Jan will determine which budget should be used to pay for the costs. **The decision on which format and budget to use will be made at the April meeting.**

Laura met with Allan Treadwell about proceeding with improvements to wireless access at the library. She shared his proposals with Board members and they responded that she should implement these recommendations.

Based on ALA webinars on small and rural libraries, she has been reviewing safety and security practices. She recommends:

- Verifying who has keys to the library. **Mindy will contact other people who may have keys and update the current list, which includes:** Laura Abrahamsen, Bev Bruster, Ruth Behrsing, Donna Barbalato, Jan Hicks, Mindy Pobst, David Luther, Jamie Pike, and Henry Kunhardt.
- **Laura will find out who receives the messages and what processes are instituted when the panic button is pushed.**
- **Laura will purchase pepper spray for library staff access when and if it is necessary.**
- **Laura will research the cost of purchasing a defibrillator and share this information at the next Board meeting.**

Possible impacts of the coronavirus and implications for public libraries were discussed. **Laura will obtain and post information from the CDC about how to prevent and minimize the spread of germs.**

B. Children's Librarian 's Report

Bev reminded Trustees of the upcoming Etiquette Tea program. After describing the Firstbook Marketplace service, **she was encouraged to talk to Jamie about finding an efficient and effective process to use this service to purchase children's resources**

III. Treasurer's Report- Monthly Report

Mindy moved, Dave seconded, and it was approved to accept the report as amended.

IV. Ongoing Business

A. Trustees' Suggestions

Peggy highly recommended the purchase of a subscription to Lynda.com.

Laura will explore the price of a subscription, including the possibility of joining a library consortium or cooperative if this makes the cost more affordable.

Mindy shared information about adding virtual reality devices to the library collection for programming or circulation,

Mindy will also share an ALA article comparing Library management systems.

B. Updates on Actions from the Strategic Plan

Laura is continuing to research mobile hotspots to determine the best options.

Jan has talked to Roon about creating/reviving a Friends of the Library group. **Jan will arrange a meeting with interested parties, including Laura and Bev.**

C. Other

The Board supports whatever Laura's decision is regarding the uncataloged, coffee table books in the Biography section.

V. New Business

A. Reconsider monthly meeting day/time

The Board of Trustees will meet on the second Wednesday of the month at 6:00 pm

B. Dave reminded the other Trustees that Laura's professional performance review needs to be completed by July. **Jan will send out samples of the evaluation instruments used in the past. The Board will discuss the process and procedures at upcoming meetings.**

C. Policy Issue – Jan

Jan will rewrite the portion of the policy related to part-time employees scheduled to work when the Library is closed. She will share the revision with the Trustees at the next meeting.

VI. Public Comment

There was no public comment

VII. Adjournment

Mindy moved, Jan seconded, and it was approved to adjourn the meeting at 7:05 pm.

The next meeting will be Wednesday, April 8 at 6:00 pm at the Library.

These minutes recorded by Mindy Pobst.