

GEORGE HOLMES BIXBY MEMORIAL LIBRARY  
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES  
Wednesday April 8, 2020  
10:00 Via Zoom

**In Attendance:** Jan Hicks, Chair; Trustee; Mindy Pobst, Secretary; Dave Luther, Trustee; Peggy Merrow, Trustee; Daryl Hazel, Alternate Trustee; Charley Beadleston, Alternate Trustee; Laura Abrahamsen, Library Director

**Members of the Public:** Jamie Pike

**Meeting convened:** 10:00

- I. Approval of March 3, 2020 meeting minutes  
**Jan moved, Peggy seconded, and the March 3, 2020 minutes were approved.**
  
- II. Librarian's Reports  
Laura has been busy attending training sessions, providing remote services to patrons, and exploring options that would provide library resources and services for the future.  
**She is also:**
  - Acquiring a defibrillator (suggestions were made to contact Larry Kulgren and area hospitals, at an appropriate time)
  - Exploring options for online tutorial trainings (will see if there are trials available and ask Trustees and other patrons to use the products and provide feedback before making decisions on purchase)
  - Examining and comparing library management systems (she hopes that the Nubanusit Library group will provide guidance and direction in this area)
  - Determining the feasibility of using Wowbrary to promote resources other than current acquisitions
  - Contacting Allan Treadwell to see if he is available to work on the library's technology infrastructure while the building is closed to the public
  - Finalizing information about purchase of library bookmarks and presenting the details to the Board at the May meeting
  - Identifying which keys (currently in the library) are used where and where the alert is sent from the panic button
  - Reviewing the policy covering the use of therapy animals and presenting the policy to the Board at the May meeting
  - Brainstorming possibilities for the Houston wedding party's library activities; Mindy will ask Deb Rogers to join in this endeavor

Other Actions:

**Mindy will lead a committee with Daryl, Dave, and Peggy to identify or create evaluation tools that assess the performance of a Library Director. They will share information relevant to Library staff evaluation with Laura.**

**Mindy moved, Jan seconded, and it was approved that up to \$1000.00 be allocated to rekey/relock the 2 doors to the library. Laura and Dave will work on this implementation.**

- III. Treasurer's Monthly Report  
**Mindy moved, Moe seconded, and the March Treasury Report was approved.**
- IV. Ongoing Business
- A. Trustees' Suggestions  
There were no Trustee suggestions
  - B. Updates on Actions from the Strategic Plan  
There were no updates on Strategic Plan actions
  - C. Other  
Laura expressed her sadness and disappointment about the current situation and its impact on preventing programming and limiting services to library patrons.
- V. New Business
- A. Develop Policy for Response State/Federal Disasters  
**The Board will add a policy or policies to cover extraordinary circumstances to current library policies. Jan will share samples from other libraries for review. These will be reviewed at the May meeting.**
  - B. Personnel Issues re Pay  
**Jan is updating policies relating to employee pay and library fines.**
  - C. Status of Recruitment for Children's Librarian Position  
Laura reported that currently only one applicant has applied.
- VI. Public Comment  
There was no public comment
- VII. Adjournment  
**Mindy moved, Jan seconded, and the public meeting was adjourned at 11:05 am**

These minutes recorded by Mindy Pobst

**Next meeting: May 13 at 4:00 pm**

*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: 669-663-566*

*Meeting Password: 9wwU39*

*For those concerned with recent reports about ZOOM, we have applied the proper security settings to our account to avoid meeting hacking.*

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