

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
Tuesday, June 9, 2020
4:00 Via Zoom

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

Members of the Public: none

Meeting convened: 4:03

- I. Approval of May 13, 2020 meeting minutes
Jan moved, Moe seconded, and the May 13, 2020 minutes were approved.
- II. Librarian's Reports
 - A. Director
Laura reported that curbside pickup started today and is going as planned. Donna has returned to work. She introduced Chloe, who was welcomed by the Trustees. Abbe Hamilton, from the Monadnock Ledger interviewed both Laura and Chloe for an article about hiring during a pandemic. Laura related that only fourteen patrons responded to her survey about library practices. Their responses indicate they would like to be able to reinstitute circulation procedures in some way and there is some interest in programming which focuses on humanities if it could be done safely. Laura is following up on how to implement this.
 - B. Arrival of Chloe Kipka
Chloe reported she is working on determining how best to implement the summer reading program. It is a huge challenge because it involves virtual and analog planning. However, she likes problem solving and is looking forward to the challenge.
- III. Treasurer's Monthly Report
Mindy moved, Moe seconded, and the Treasury Report was approved.
CARES grant – Laura explained that the CARES grant awarded funds from the State and the Town provided monies from FEMA. She proposed that the CARES grant money be used for the adoption of an ILS system since these monies are targeted for general operating expenses.
- IV. Ongoing Business
 - A. Trustees' Suggestions
Moe reported that the of front of the library is desperately in need of landscaping. **Jan moved, Peggy seconded, and it was approved to allocate up to \$150.00 to purchase ground cloth and cover this area with mulch.**
 - B. Phase Three of Reopening Plan
Laura reported that the timeline for reopening the library will continue to depend on the Governor's recommendations. She is paying careful attention to guidelines from the state and the practices of other libraries. **The description of the implementation of Phase 3 will be decided at a future time. This may require scheduling another meeting of the Trustees.**
 - C. Other
Jan thanked Moe for all her work on the grounds, which have been greatly improved. Ruth's furlough will be over by the end of the month. Jan also thanked Dave for setting up the plexiglass shields inside the library.

Mindy moved, Moe seconded, and it was approved to purchase a \$100.00 gift card for Jamie to thank him for his support during this time. Laura and Jan will decide which gift card will be appropriate.

V. New Business

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

Both Dave & Larry Kullgren think Bruce Harrington should be person to address the necessary problems. **Jan moved, Peggy seconded, and it was approved to allocate \$500.00 in anticipation of responding to the expenses required by the annual fire inspection report.**

Dave is going to explore what should be done to remedy the loose door frame on the second floor.

Chloe has cleared out the elevator room, except for the floor mats. **A decision about how to dispose of these will be made after FIHS decides about having a rummage sale at the Labor Day celebration.**

B. Possible funding of Business Level Wi-Fi

Laura plans on purchasing 2 iPads with keyboards to lend to adult patrons (only) if awarded the grant to from the NH Institute for Library and Museum services.

C. Consideration of New ILS

Laura has decided on Biblionex and Atrium Express as the ILS systems that should be considered for purchase. Both have features that Trustees identified as desirable as well as additional features. The \$2500.00 CARES grant would pay for migration and the first year. Subsequent years would need to be part of the budget. The features of each system were discussed.

Dave moved, Jan seconded, and it was approved to set up a trial period with Biblionix to assess the use of their ILS product.

VI. Public Comment

There was no public comment

VII. Adjournment

JH moved, Mindy seconded, and it was approved to adjourn the meeting at 5:05p.m.

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/432154498>

Or participate via telephone

(929) 436-2866 or (213) 338 8477

Meeting ID: 889-7937-2156

Meeting Password: 332873

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