

**GEORGE HOLMES BIXBY MEMORIAL LIBRARY  
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES  
THURSDAY, NOVEMBER 7, 2019  
6:30 AT THE LIBRARY**

**In Attendance:** Jan Hicks, Chair; Trustee; Mindy Pobst, Secretary; Moe Baptiste, Treasurer; Robin Macrae Haubrich, Trustee; Dave Luther, Trustee; Charley Beadleston, Alternate Trustee; Peggy Merrow, Alternate Trustee; Laura Abrahamsen, Library Director; Bev Bruster, Children's Librarian

**Members of the Public:** none

**Meeting convened: 6:30**

**I. Approval of October 3, 2019 meeting minutes**

**Robin moved, Moe seconded, and the October 3, 2019 meeting minutes were approved as amended.**

**II. Librarian Reports**

**A. Library Director's Report**

A need for substitute staff to provide coverage at the library was recognized. Ellen Neilley was identified as the top choice. Laura will ask at Nubanusit Library Coop meeting how other libraries determine substitute pay and report this information to the Trustees. After the wage is decided, Laura will talk to Jamie and then Ellen about proceeding.

**a. Wowbrary**

Laura described Wowbrary, a web service that provides various online options for patrons such as alerting them to the addition of new materials. The service can be customized for patrons, is very visual, and is extremely cost and labor efficient. Dave reported his problems with the current website and enthusiastically supports purchasing this service. Laura recommended buying the product and evaluating its usefulness after a year. She is excited about the possibilities of using it for additional functions such as a tool to for providing an online newsletter. The board also discussed that future financial support for this product may come from other sources (friends / groups in town / etc.).

**Dave moved that Wowbrary be purchased for \$500.00 using the Trustees's budget, Jan seconded, and it was approved.**

**b. Civil War article**

Robin presented the Fall, 2019 Civil War Navy Magazine and the (50) reprints of the article *George Holmes Bixby, MD USS Red Rover, Photographer on the Western Rivers*. Possibilities for disseminating the information and programming were explored. These included providing the reprints to historical groups (e.g., FIHS /Monadnock Center/ State Library / Beehive) and generous library donors (with a thank you for their generosity). Laura stated that the public relations possibilities lend themselves to sharing the article and promoting the information. **Robin will contact Brooks Place about sharing the story; she will ask if he is willing to be interviewed for an article in the Frankestown News by Kevin Pobst. This and possibilities for additional programming will continue to be investigated. Decisions about disseminating the reprints will be made after programming is determined.**

**c. Finalization of Holiday Hours (Thanksgiving/Christmas/New Year's)**

**Thanksgiving: the library will be closed on Thursday 11/28 and Friday 11/29.**

**Christmas: the library will be closed on Tuesday 12/24, Wednesday 12/25, and**

**Thursday 12/26. It will be open Friday 12/27 and Saturday 12/28 during regular hours.**

**New Year's: the library will be closed on Wednesday 1/1 and open on Thursday 1/2 with regular hours**

Laura reviewed the Circulation Report explaining the improved Interlibrary Loan statistics, which she attributes primarily to the upgrade in the state 's system.

**B. Children's Librarian 's Report**

Bev described the activities she has overseen at the library during October. These included a project completed by a large group of homeschoolers, a visit to the elementary school where she encouraged students to visit the library, and their subsequent visit. She read them scary stories and they had a tour of the building. Several were hopeful and enthusiastic about checking out books. Bev sent a letter to all the parents thanking them for their children's participation and attaching applications for library cards. **She plans to develop further relationships with the school community. Peggy suggested placing a book drop at the school for those children who do have library cards.** Bev then described the children's book discussion led by Stephanie Lee. Based on information from a conference she attended, she plans to pursue shelving books by subjects or "neighborhoods" in the middle room. She is promoting the upcoming

Owl and Native American programs. **She asked for help to touch up areas needing painting in children's area. Jan, Charley, and Moe will help with this.**

**Laura reported that she needs a curtain / shade in her office. She will bring a shade in and Dave will help hang it.**

### III. Treasurer's Report

A. Monthly Report – Sept & Oct

**Mindy moved, Jan seconded, and the amended September report as reviewed by Moe was approved. Mindy moved, Robin seconded, and the October report was approved.**

B. 2020 Budget Status

Moe presented the proposed budget for next year.

Jan is optimistic about proposed personnel increases.

### IV. Ongoing Business

A. Vote on policy regarding fines, circulation periods

**Jan moved, Moe seconded, and the procedures/policy regarding fines and circulation periods presented by Laura were approved.**

**Laura will present this information in the January issue of the Frankestown News.**

B. Status of Salary Adjustment Plan (Mindy)

Mindy supported Jan's positive perspective about the possibility of the Select Board approving the proposal to adjust staff salaries. She described gathering the data and the goal of getting all personnel in the middle tier of comparable wages for surrounding libraries.

C. Other

Mindy suggested that Trustee Agendas should include a standard agenda item providing Trustees with the opportunity to communicate and share thoughts with Laura and Bev about library procedures and practices.

**Jan and Moe will be meeting with the Wadell and Reed representative next Wednesday. Anyone who is interested is welcome to join the meeting; Dave plans to attend.**

### V. New Business

A. Input to town Annual Report

Jan shared her past copies of Annual Reports with Laura. **Jan will write a preliminary report for the 2019 annual report and share it with Trustees. She will also share thoughts about the strategic plan. Trustees will then provide feedback.**

Robin asked if Laura is still pursuing upgrading of Technology needs. Laura responded that communicating with Steve has been somewhat difficult, but she will continue to pursue contacting him so that this can be accomplished. Jan suggested to Laura that if he is unable to provide services, then she should feel free to pursue other avenues.

B. Thoughts for 2020 and beyond

This will be addressed at the December meeting.

C. Library support to FLT for Owl program

Jan received a request from Ben Haubrich, representing the Frankestown Land Trust, asking the Library to contribute \$200.00 to the current FLT Joan Hanchett nature series on Owls. At this point, it is considered a onetime request.

**Mindy moved, Jan seconded, and it was approved that \$200.00 from the Library Trustees account be donated to the Frankestown Land Trust to fund the Owl program**

**Jan will follow up with Betsy Hardwick about thoughts from the Trustees about the need to make the development, implementation, and funding of these programs a true cooperative partnership.**

Robin asked about winterizing the library.

**Jan will find the list and follow up with what needs to be done.**

### VI. Public Comment

No members of the public were present.

### VII. Adjournment

Mindy moved, Robin seconded, and the meeting was adjourned at 8:10

**Next meeting: December 11, 2019 @ 6:00 pm**

These minutes recorded by Mindy Pobst