

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, JANUARY 7, 2020
5:00 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; Daryl Hazel, Alternate Trustee; Peggy Merrow, Alternate Trustee; Laura Abrahamsen, Library Director; Bev Bruster, Children's Librarian

Members of the Public: none

Meeting convened: 5:05

I. Approval of December 11, 2019 meeting minutes

Moe moved, Robin seconded, and the December 11, 2019 minutes were approved as amended.

II. Librarian Reports

A. Library Director's Report

Laura has focused on organizing and updating the dvd and audio book collection. She next plans to address the materials in the Red Room. She reported that patron response to Wowbrary has been positive. She asked if anyone had heard feedback about Holiday decorating; the response was that most patrons seemed pleased. Laura also wondered how long records need to be kept; **she was advised to follow up with Jamie about the length and location for retaining records.** She wonders why certain budget items (i.e., electricity has such a big budget); **it was recommended that she ask Jamie to clarify budgeting decisions. She also plans to discuss with Jamie the implications of developing a library website apart from the Town's website.** Ellen Neilly is now employed as a substitute employee. All the ALA memberships have been purchased.

B. Children's Librarian's Report

Bev has ordered many children's resources including summer reading program supplies. She purchased a laminator and booked two performers for the upcoming year. She has applied for the "Kids, Books, & the Arts" grant which she is hopeful the library will receive. Teens have been volunteering in the library to earn community service hours. There are four dolls, representing the March sisters (Little Women) in the children's library; **she asked Robin for her assistance in determining and identifying the status of the dolls in the library collection.**

III. Treasurer's Report

A. Monthly Report

Jan moved, Moe seconded, and the Treasury report was approved as amended.

B. Other Treasury Business

The Treasurer's Annual report will be completed shortly and presented to the Selectmen. Jan is waiting for some information about the Wadell and Reed accounts. When she has this information, **she will ask Wade from Wadell and Reed for a proposal, which she will share electronically with the Trustees.**

IV. Ongoing Business

A. Thoughts for 2020 and beyond-new meeting date

The new date for the Strategic Planning meeting is 2/10/2020 at 10:00am

Dave shared Milford Library's strategic planning document. He is impressed with the comprehensiveness of the document and asked if it has relevance for the GHBML meeting.

B. Status of research on potential Library website

Dave, based on his extensive research and communication, recommends that the library proceed with Dale Dormody to develop a website for the GHBML. He was very impressed with the cost, how his work focuses on libraries, and the numerous and enthusiastic responses he received from references. Laura and some of the Trustees recognize the need for a new website but think it is best to take more time to determine the best approach and implementation strategy. **Laura will lead future discussions surrounding this issue, providing the Trustees with guidance in making these decisions.**

C. Trustees' Suggestions

a. Donation proposal from OMH wedding party

The Houston Wedding party would like to use the library in August before their wedding on at the Old Meeting House on August 8. There was consensus that many aspects of the request need to be clarified. **Dave will share contact information with Laura, who will talk with the bride-to-be to determine what may be involved. The Trustees will discuss options about how to accommodate their wishes and what will work best at the Strategic Planning meeting.**

b. Publicity

Dave wonders if there is a way to publicize library events better. He is particularly interested in what the Monadnock Ledger covers and how. **Laura will send newsworthy items related to the library directly to the paper.**

D. Other

Mindy & Moe will work out a more efficient and effective system for tracking donations and ensuring thank you notes are sent.

Jan and Robin will update policies related to overdue fines, the director's contract, and holiday pay for staff. Regularly scheduled employees will receive pay on their workdays if it falls on a Holiday. Robin also noted that the Therapy Dog policy should be included in the updates.

Laura reported that a patron had questioned the practice of the Library following Conval School's closing related to weather. The Trustees described the history and rationale, supporting the policy.

Laura stated that a census person will be recruiting from 4-6 on Wednesdays in the library.

IV. New Business

Dave is meeting with Steve Chamberlain to increase the wifi capacity at the library.

Dave recommends that the library explore the idea of homebound services and an AARP safe driver course. The motion sensor light for the front entrance has been purchased and will be installed soon.

V. Public Comment

There was no public comment

VI. Adjournment

Mindy moved, Jan seconded, and the meeting adjourned at 6:34 pm.

Next meeting: February 11 at 5:15

These minutes recorded by Mindy Pobst