

GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR MEETING OF THE BOARD OF TRUSTEES
WEDNESDAY, FEBRUARY 12, 2020
1:30 AT THE LIBRARY

In Attendance: Jan Hicks, Chair; Trustee; Mindy Pobst, Secretary; Moe Baptiste, Treasurer; 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: 1:33 pm

- I. Approval of January 12, 2020 meeting minutes
Moe moved, Jan seconded, and the January 12, 2020 minutes were approved as amended.

- II. Librarian Reports
 - A. Library Director's Report
Laura recommended that the Board accept the current cost saving offer from Carbonite.
Mindy moved, Jan seconded, and it was approved to use the Trustees debit card to purchase from Carbonite 3 years of backup for Library data for approximately \$200.00/year (up to \$600.00 total).
Laura presented the changes in the Circulation Report and explained her reasoning for these. There are several programs scheduled, including those on Poor Farms and Forgotten Women of WWI. In addition, Ruth will be piloting daytime technology workshops, the first will be "Microsoft Tips & Tricks". She reports that the ALA webinars for small and rural libraries are productive and informative.
Laura will talk to Ashley, her contact at Francestown Elementary School, about students presenting proposals to the Library Board for the Community Connections project (centering on renovations/additions to the Children's area of the library). Board members will then approve those they believe are most worthwhile and economically feasible.
Laura clarified that the bill being considered by the NH legislature requiring background checks for all library users is unlikely to proceed or succeed.
 - B. Children's Librarian 's Report
Bev provided updates about children's programming. She has rearranged resources (thematically) in the children's area. She shared a brochure describing the arrangement and also reported that the community response has been very positive. She is continuing the search for someone to lead the children's book discussion group. Board members suggested various ideas for finding new book discussion leaders, these included: publishing the request in the FT News, connecting with the homeschooler population, sharing the responsibility for leading the discussion among multiple leaders, asking retired teachers, etc.
After describing the current situation with the Therapy Dog she was encouraged to pursue other options, including contacting Isabelle Hill.

- III. Treasurer's Report
 - A. Monthly Report
Mindy moved, Moe seconded, and the January Treasury Report was approved.
 - B. New Report Format
Peggy Merrow has been asked to assume the Treasurer duties for the upcoming year. The format for tracking Board of Trustee budget/treasury expenses will change to Quick Books (from Excel).
Jan moved, Moe seconded, it was approved that the Trustees spend \$75.00/year for Quick Book contract.

C. Audit Report

The report was completed satisfactorily.

D. Waddell & Reed Accounts

Jan moved, Dave seconded, and it was approved to accept the proposal from Waddell & Reed regarding the Harwood account.

Jan described receiving a letter (from 1986) regarding the Harwood account, which she then read. The letter clearly stated that the monies from this account should not be spent for normal operating expenses, with possible suggestions for use, but is not restrictive in its requirements for how the money can be used. **Jan will share (electronically) the letter with Board members and clarify its intent and meaning with John Arnold (who oversees the account).**

IV. Ongoing Business

A. Trustees' Suggestions

Mindy will look for cheap/free classes for Quick Book / Excel and share this information with Laura and Peggy.

a. Donation proposal from OMH wedding party

Jan, Moe, Mindy, Bev, and Laura will work on developing ideas that align with the bridal party's requests, communicate with the Bride, and present ideas to the Board.

b. Publicity Idea (David)

Dave believes it is important to be more proactive about publishing positive FT events in local and area newspapers. Laura feels that she has established good relations with the newspaper and is beginning to leverage public relations information.

B. Other

Mindy recommends that if a Friends of the Library group is reestablished that they consider playing a major role in preparing and delivering Welcome Baskets. She also recommends that taking a photograph of the Director on or near the date of the first anniversary of hire be added to the list of Library responsibilities.

The Strategic Plan List of Priorities discussion prompted these responses:

Laura will include information in the FT News March article that the Library Coffee Club will have its first meeting on Friday, March 6.

Jan and Mindy will explore recreating a Friends of the Library group.

Mindy will ask Deb Rogers about specifications for acquiring blinds for the 2nd floor.

Laura is working on acquiring a new Technology Consultant.

Dave will work on repairs/renovations to the brickwork in Children's area.

Mindy will send the Space Committee list of recommendations to Trustees.

Dave reminded Trustees about the value of implementing a survey and the importance of updating the website.

IV. New Business

A. Livestreamed Trustees' session (Moe)

Moe reported on the sessions she attended from the ALA midwinter conference.

B. Dave asked about IT follow-up

Laura provided information updating the status of efforts to improve technology and the AARP Driver's Ed program.

V. Public Comment

There was no public comment

VI. Adjournment

Mindy moved, Charley seconded, and it was approved to adjourn the meeting at 3:38 pm

Next meeting: March 3 at 5:00

These minutes recorded by Mindy Pobst