

GEORGE HOLMES BIXBY MEMORIAL LIBRARY

Minutes of the Meeting of the Board of Trustees

01 October 09

Attending: Andy Paul, Chair; Nancy Hibbard, Paula Hunter; Kelly Marshall, Alternate; Carol Brock, Director; Mary Farrell and IT consultant Alan Treadwell

The minutes of the September meeting were approved as distributed.

The report of the Treasurer, attached hereto and made a part hereof, was reviewed, approved and placed on file for audit. On motion made and seconded it was unanimously

VOTED; To accept with gratitude donations to the building fund totaling \$5,325.

Announcements: We will host the Community Supper in November. Kay Anderson recommended the pot roast menu. Andy will email assignments. We should be at the church at 4:45. Our regular meeting will commence at 7:30.

Alan Treadwell, who is IT consultant for the Town, consulted with us about our current program and future needs. His suggestions included:

- One computer dedicated to circulation and backed up elsewhere;
- Using catalogue as a tool – on line find and checkout;
- Computers within view of a librarian;
- Secure access, not all need have internet access;
- Establish sign ins and time limits.

His numbers need to be considered as we budget. We will need to assess needs and get back to him. He will send us some policy suggestions for Libraries.

Director's Report: Adult patrons (557) and children (254) circulated material as follows: Adult fiction – 219, non-fiction – 78; children's fiction – 235, non-fiction – 56; magazines 117 adult, 13 children; videos 13, audios 20. Discarded books: 83 adults, 283 children. We have three new patrons. Book donations: 23 hardcover and 3 paperback. The copier earned \$6.30.

Library programs in September: 17th NHHHC program "Jazz Discussion," 29 attended; the Children had a Fairy party in the Hut at Town Hall.

Town organizations are booking Library space for meetings: Town Hall Committee met three times, the Fire Department trained on the elevator. Looking to come are District 2 Voters, Frankestown Democratic Committee, the Water Company and the Frankestown Academy. Carol will look into the school's policy on space use and rental fees. We will need some policy here. Kelly suggested a BUILDING USE FORM.

October programs: Gatsby book discussion on the 15th; volunteer "thank you" on the 9th, Hanchett program at OMH, and a Dinosaur Day for children. Erica will be in town on Friday. Andy will check with her on the elevator.

2010 Budget: Paula will work from the 2007 budget. Director will provide numbers for programming (including SRP), books and publications (consider inflation), telephone and electric (from September bills). Custodial is \$90 per week. Maintenance will include new contracts for elevator, fire alarm and our IT programs. Operating costs may well go up.

Staffing: Will include 62 hours: Director 21 (26 would be closer to actual), Children's Librarian 21, and two assistants at 10 hours each. We currently have two temporarily on staff and need to resolve this as soon as possible. Do both positions need to be advertised? There is a skills gap in computer technology. Carol and Nancy will draft language for staffing needs and for changes in current policy. We should meet as a Board before the regular November meeting.

Paula had drafted a letter to John Arnold regarding the Harwood Trust. With few suggestions, the Board approved the letter.

There was no public comment.

There was no further business.

The meeting was adjourned at 9:45 p.m.

A true record

Nancy Hibbard, Secretary