GEORGE HOLMES BIXBY MEMORIAL LIBRARY
MINUTES FOR THE MEETING OF THE BOARD OF TRUSTEES

August 12, 2026   4:00 PM

In Attendance:

John Ludlam, Chair; Susan Kane, Secretary; Marsha Dixon, member; Maureen Troy, Treasurer; Beth Crooker, Director.

Members of the Public:

none

Meeting convened at:

4:09 PM

Approval of Minutes:

July minutes approved. Motion made and seconded; approved unanimously.

Treasurer's Report:

Draft report reviewed; John, now handling records from outgoing Treasurer Steve Griffin, found the bank balance ~$2,000 off, likely due to copy/paste errors rather than missing funds. John and Maureen will reconcile from the start of the year. Report not accepted while still a draft.

Budget Report:

Hoopla has $365 left through July (~$220/mo average) and is unlikely to last the year; usage is up ~35% year-to-date. Canva has ~$500 available; Biblionix is paid with ~$400 remaining. Repairs/maintenance is significantly over budget (~$1,000), possibly tied to the alarm; Beth is missing itemized detail. John to request it goes to Beth monthly from Jamie.

Director's Report – Beth Crooker:

Adult Crafternoon drew 6 attendees in July; next session August 19 (glass magnets), with September and a possible combined November session planned. Beth needs approved 2026 minutes to post; Susan will send them and confirm Beth is on the distribution list. New "At the Library" calendar launched on Wowbrary/Facebook. One pack of bookmarks (~100) remains; reorder deferred until hours are finalized. July children's circulation topped 1,000, driven by summer reading and games. Children's Library wall project expected to start in September. Other notes: Tea kits fully claimed; Abigail Adams program drew 42; Grown Up Summer Reading runs through Aug. 14; Labor Day Open House and Fall Into Reading planned; Crotched Mountain Consortium exchanged 8/54 items with Greenfield. Beth out August 13–15.

Children's Librarian's Report – Kelly Bellemare:

July circulation reached 1,014 (up from 761 last July) with 282 patrons – both record highs for July. 13 in-person programs drew 71 attendees. Collections: weeded 8 items, processed 8 donated and 3 new books, added 5 new games. August wraps up summer programming (last program Aug. 22) before shifting to Labor Day prep and fall scheduling. The board recognized and appreciated Kelly for reaching a circulation of over 1000 in the children's library.

New Business:

Remembering Steve Griffin: Board discussed a memorial clock with dedication plaque. Motion by John to allocate up to $200 for a clock and plaque; seconded by Susan; approved unanimously. Marsha to bring options to the next meeting.

Ongoing Business:

Alternates/vacancy: Carol Lunan agreed to serve as alternate pending Select Board appointment and swearing-in. Other interested candidates discussed. Marsha and Maureen to send contact info to John.

Children’s concert (8/16): Maureen and Marsha to staff a library table.

Town supper: still awaiting a date from the Recreation Department.

Website: Beth and Susan found duplicate/broken links, outdated content, and inconsistent terminology. Rather than meeting with Jamie now, John, Susan, and Beth will first build a wireframe of desired site structure; subcommittee meets September 2 at 1:00 PM (no posting required).

3D printer/STEM grant: Susan identified a Cogswell Benevolent Trust grant ($5,000–$25,000) and an NH-only grant (Sept. 15 deadline, backup March 15); possible locations discussed. Susan to research best practices at peer libraries before drafting an application.

Saturday hours: Attendance in the added 12–1 PM hour has been modest but positive. Consensus to keep 9 AM–1 PM hours without added staff cost, pending Beth confirming Kelly is comfortable opening alone 9–10 AM every other week.

Recreation Committee: no update; Sue absent.

Outdoor area: No word yet from the landscape architect. Board favors an interim plan (wood chips, simple play items) since the obstacle is getting contractor quotes, not funding; John to explore options via the recycling center staff. Maureen/Kelly to define an interim wish list.

Strategic Plan/survey: Susan to finalize and distribute the survey to board members with deadline for comments, with paper copies ready for Labor Day. Library of Things catalog reorganized (games vs. other); storage options (former history room, DVD relocation) discussed; Board agreed to hold off adding items until space/budget plans are set. Cross-referencing the Fire Department’s Library of Things also discussed; John to continue that conversation.

Action Items:

John/Maureen – reconcile Treasurer’s records from start of year.

John – obtain budget detail from Jamie.

Susan – send Beth approved 2026 minutes.

Marsha – bring clock/plaque options to next meeting.

John/Marsha/Maureen – follow up on trustee interest.

Maureen/Marsha – staff table at August 16 children’s concert.

Maureen – continue seeking a community supper date.

John/Susan/Beth – build website wireframe; subcommittee meets Sept. 2, 1:00 PM.

Susan – research grant best practices; begin application process.

Beth – confirm Kelly; keep 9 AM–1 PM Saturday hours.

Maureen/Kelly – define interim outdoor wish list; John – pursue grounds work staff.

Susan – finalize and distribute strategic plan survey.

John/Beth – continue coordinating with Fire Department on Library of Things.

Adjournment:

Motion to adjourn; seconded; approved. Adjournment time was 5:25 PM.

Next meeting – September 9, 2026; 4:00 PM; At the Library