

**GEORGE HOLMES BIXBY MEMORIAL LIBRARY**  
**MINUTES FOR THE MEETING OF THE BOARD OF TRUSTEES**  
**January 24, 2024**  
**4:00 PM**

**In Attendance:** Daryl Hazel, Chair; John Ludlam, Treasurer; Madeline Arpin, Secretary; Stephen Griffin, Trustee; Susan Kane; Trustee, Sue Jonas, Alternate; Jen Perkinson, Alternate

Members of the Public:

Meeting convened at: 4:06 pm

- I. Job Description:
  - a. Reviewed current job description, minor revisions were discussed and made. John moves to adopt the job description as presented and revised. Steve seconds. Passed.
  - b. John will contact various library job listing sites for posting position.
- II. Final Approval of updated Policy Manual: Steve moves to adopt updated policy manual as edited. Daryl seconds. Passed
- III. New Business:
- IV. Adjournment: John moves to adjourn. Steve seconded and the meeting adjourned at 4:37 PM

Next meeting – February 14th, 2024  
4:00 PM  
In the Library