

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
September 17, 2019**

**Present:** Carole Bando, Chair; Sue Sellew, Secretary; Mary Stoddard, Trustee; Paula Duprat, Trustee; Jared Jenisch, Library Director

**Absent:** Stephanie Davis, Trustee

**Financial Report:** We did not find the budget report and warrants that Deb Jones had left for us.

**Meeting Minutes:** The minutes of August 12, 2019 were approved with a change to Sue contacting Kayleigh. The minutes of August 26, 2019 were approved without change.

**Catherine Freese Librarian's Report for August:**

As summer was winding down, things were both peaceful and busy at Baxter. There were quiet moments: a single person using the computer at the end of the day; grandparents reading stories to their grandchildren; a mother falling asleep (she had just moved the day before) while her child played Legos and a mother and daughter using the Yoga cards to quietly do yoga in the corner. And then there were the busy times when neighbors were visiting, people were checking out books and parents were catching up with each other as their kids played.

We had a couple of visits from folks who were doing the library passport program (visiting as many libraries in VT over the summer as they could.) They loved Baxter. I asked them if they had any suggestions for us, having seen so many libraries and they suggested a stuffed animal (dragon) and pillows for the children's area... and flying books (check with me on that one!)

We registered several new patrons, saw a steady stream of interlibrary loan requests (both lending and borrowing) and processed or repaired about 25 books and DVD's, getting them back in circulation.

It's been a lovely interlude. Thanks for the chance to fill in.

Happy reading,

Catherine

**Jared's Librarian's Report:**

Jared announced that he will accept a full-time position at Howe Library starting Nov. 1<sup>st</sup>. In the time he has at Baxter he plans to complete the following tasks:

- Weed and sorting the book collection starting with non-fiction that is out of date and/or not checked out. The Vermont book section will not be weeded;
- Review books that he found in the stacks that are not in the database – some will be added and others weeded;
- Review our draft policies; and
- Conduct volunteer training.

Jared has updated the library's website.

He observed that Friday afternoon use of the library is light. In the future we may want to be open on Monday afternoon instead of Friday. (Verify data from previous months.)

Jared offered to be a consultant for the new librarian, even after starting his full-time position.

**Statistics:** In August, there were 264 visitors (186 adults and 78 children) and two programs.

#### **New Business:**

- Sue will contact Kayleigh for suggestions on how to improve the librarian/trustee interface.
- Sue will send a thank you note to Catherine Freese.
- Carole will contact Shana Hickman (the person we voted to hire if Jared declined) to determine her interest in the position. If Shana was not interested Carole will reform the search committee.
- Carole suggested that we have a Café on Wednesday mornings with coffee, tea and cakes, which she offered to bake in an effort to get more people to use the library at that time. She will also leave a copy of the Sunday *New York Times* at the library.

**Computers** – The newer of the two public computers is 10 years old and cannot run popular software, including Firefox. We discussed replacing them with Chromebook PC's which are cheaper.

- Jared will find the name of the town's IT person and will contact them for suggestions of makes/models. Mary suggested that we find what TSA students use.
- Carol Langstaff has requested that the library be a collection place for stickers. We approved this request.
- Carole will ask Stephanie if Thursday evenings work better for her and if so move our meetings to the third Thursday of the month.

#### **Old Business**

**Sign** – Mary said that Bob was prepared to upgrade the sign with taller posts and will add the chalkboard below the Baxter sign. For now, the hours for the library will be on the chalkboard. Once we determine the hours available with the new librarian, we will add the open sign.

**Appeal Letter** – Mary drafted a letter; Carole and Paula will meet to work on the letter.

#### **Next meeting Thursday, October 17 -- Agenda Items:**

- Review/Approve Library Policies
- Computers
- Appeal Letter
- Mailing list - Lister's office or other?
- Create Donor Spreadsheet

