

**Board of Trustees Meeting Minutes
Baxter Memorial Library
November 14, 2019**

Present: Carole Bando, Chair; Sue Sellew, Secretary/Treasurer; Stephanie Gergeley-Davis, Trustee; Paula Duprat, Trustee; Mary Stoddard, Trustee; Shana Hickman, Library Director.

Financial Report: Financial Reports were reviewed and accepted and Warrant was signed.

Meeting Minutes: The October 15, 2019 minutes were accepted with change to Wed. opening time.

Librarian's Report October 2019:

Statistics There were 236 visits in October (142 adults and 94 children), a 55.5% drop from October of 2018. Eleven programs were held with a total of 64 attendants. There were 267 library materials borrowed from BML, 66 from ListenUp Vermont, and 9 through ILL. Combined, this is a 32% drop from last year.

Collection Development 435 books were discarded in October, and there are still a few hundred left to process. This has freed up enough space that many shelves can now display an outward-facing book. These have circulated exceptionally well.

Additionally, the shelves near the front door have been repurposed to showcase new arrivals. Many of these titles have been borrowed by multiple patrons even though they've only been on the shelves a few weeks. The Vermont-specific books have been moved to the bookcase near the back door (Legos have been moved downstairs). This allows the Vermont collection to be better seen and will serve to protect the case, as well, since children will be less likely to open it. Several kids have shown great excitement when they ask to play with the Legos from the case and I bring up a large tub from the basement.

Training I attended both halves of the Library Administration course in Barre and was able to meet with several area librarians, as well as with several state library staff. I think Joy Worland, the continuing education and small/rural libraries consultant, will be a particularly good resource. I expect to finish the Collection Development core course in November.

LUV The Librarians of the Upper Valley is a group that collects DVDs and audio books and circulates them among member libraries. Because these types of materials are expensive to purchase, being a member of LUV allows each library to lend out a rotating selection of materials for a fraction of the cost of purchasing them new (or even used). The price for the first year will be \$300. This includes a \$100 buy in fee and \$100 for each collection (audio books and DVDs). The membership fee of \$15 is waived for the first year. Subsequent years will cost \$215. This first year will be a good test to see how well the items circulate. If we find that we only want one of the collections, we can cut the price in subsequent years to \$115.

New Business:

Cookie Walk In 2018 we raised \$425.25 and charged \$8.00/pound for cookies.

- Consider a table at the school holiday fair to sell cookies & books – Sue is checking cost of tables.
- Posters: We got the file from Kayleigh and Shana will update & make 12 color copies. Trustees will hang in area.
- Other publicity in listserv, library email list, website and FB - ask for bakers to donate cookies. Stephanie will add to the TSA & Sharon school newsletters.
- Need large tissue paper to line cookie boxes – Eileen Lanza will donate
- Tissues for picking up cookies – found in library basement – Paula has them
- Tablecloths – Carole
- Coffee – Paula

- Scale to weigh cookie boxes – Carole and others
- Trustees to show up at 8:30 am to set up. Cookies can be dropped off Friday afternoon.
- \$50 cash for cash box – take cash from jar to bank to be used for change.
- Find cash box or substitute.

Letter of Agreement We had no changes to the agreement. The SB will review it on Mon., Dec. 2.

Volunteer Hours We will continue to track volunteer hours using a form at the librarian's desk rather than create a widget for the Baxter webpage.

Budget We discussed the amount we thought we might raise with the appeal letter and estimated cost of computers. Sue will draft a budget for all to review/edit and get answers from Deb on Lines 18 & 30.

Cribbage Night Carole has purchased 3 cribbage boards and will start a group to play and teach the game.

Personnel Issues We discussed issues of compensation and vacation.

Old Business:

Annual Appeal Trustees will meet on Monday, Nov. 18th at 1:00 to stuff envelopes. Sue will be responsible for collecting checks as they arrive, making copies of the checks (front/back), entering the donor in the spreadsheet and getting the checks to Deb for deposit. She will also give list of names to Trustees to write TY notes. Sue will send existing TY note design to all for review/revision and get copies and envelopes.

We reviewed/revised the Child Safety Policy and the Emergency Closing Policy and approved them.

Upcoming Dates:

- Monday, November 18th appeal letter mailing work party.
- Saturday, December 7th Cookie Walk – arrive at 8:30 – bring cookies!
- Tuesday, December 17th Trustees Meeting

Agenda for Next Month:

- Finalize annual budget
- Cookie Walk improvements/suggestions, update cheat sheet
- Annual appeal improvements/suggestions
- Send Thank You notes to all volunteers and donors