

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
January 9, 2020**

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

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

**Meeting Minutes:** The following meeting minutes were approved:

- Nov. 9, 2019 Special Trustees Meeting minutes (budget approval)
- Nov. 14, 2019 Trustees Meeting
- Dec. 17, 2019 Trustees Meeting (with correction to Thursday evening discussion)

**Librarian's Report:**

**Statistics** - There were 259 visits in December (198 adults, 61 children), a 30% drop from December of 2018. Five active programs were held with a total of 77 attendants (includes the cookie walk, café and mothers circle) and two passive programs with 17 participants. There were 208 library materials borrowed from BML, 57 from ListenUp Vermont, and 17 through ILL. Combined, this is a 20% drop from December of 2018.

**Collection Development** - 58 books were added and 35 books were discarded in December.

I attended the graphic novel sale at the Center for Cartoon Studies in WRJ. Because I was shopping for a library, I received a bag to fill for free. I was able to fit only 16 books into the bag, so paid \$16 for 49 books. Most of these were for children, including picture books, early readers and junior graphic novels (which have been flying out the door). Only a few were for adults as most of that material was niche.

The first meeting of the Librarians of the Upper Valley (LUV) will take place on the 27<sup>th</sup> of January. This is when we will receive our first rotation of audio books and DVDs.

**Programming** - I've started a Short Story Club where people can read a short story, offer their ideas on it, and discover what others thought about it, without ever attending a meeting. The first short story I've chosen is Wells Tower's "Leopard." At the moment, the club is located next to the antique bookcase. I've collected our books of short stories and they are located there, as well.

Ron Lacer, who moved to town in August, has graciously agreed to host Community Board Gaming at the library on the second and fourth Thursdays of the month from 4:00 to 7:00. He's passionate about board games (particularly those that fall into the new "board game Renaissance" category) and has experience running a group and teaching the games to new players.

**Get the Books Back Campaign** - I've run a report showing that we have ~260 books (from ~70 patrons) that are at least a month overdue. I have been considering how best to get these books returned to the library and drafted letter to mail to them. [Trustees approved.]

**Computers** - I've researched Chromebooks to use as additional guest computers, and found a good deal on Samsung Chromebook 3s at Amazon. They have an 11.6" anti-reflective screen, 11 hours of battery life, Intel Celeron N3060 processors with 4G Ram, and 64GB storage. They're currently priced at \$209. If we're willing to spend a good deal more, the Asus Chromebook Flip C434 at \$465 on Amazon seems to be a favorite across the board. I've printed off a thorough review of each (from the same source, so they're easy to compare). If we'd decide on something mid-range, I can begin searching for highly rated mid-range Chromebooks. [Trustees preferred the Asus Chromebook, compare BestBuy prices.]

I spoke with Joshua Muse, the library technology consultant at VTLIB who recommends waiting to replace the circulation computer until there's a need. It will take a lot to migrate the data and software from the current Mac to a new PC. Since the Autographics update a few months ago, the problem of adding books is no longer an issue. [Trustees agreed to wait until a new computer is needed.]

The town uses Mike Tisdale from Piermont, NH to work on and set up their computers. He charges \$55/hour, his website is [businesstechmanagement.com](http://businesstechmanagement.com). [Stephanie will ask TSA students to set up the Chromebooks.]

### **Upcoming Trainings**

- VT Certificate of Public Librarianship Orientation
- Promoting Your Library 365
- Small & Rural Library Roundtable
- Balancing Library Management with Day-to-Day Responsibilities
- Summer Reading Workshop (Possible)
- Library Security for Small and Rural Libraries
- Narcan, Opioids, and Your Library

### **December Highlights at BML**

A teenager began teaching an elementary school student to speak Russian. They were engaged for more than two hours, sitting together at the table and working through Duolingo's introductory lessons. They focused not only learning the language, but on historical and social aspects of Russia, as well: the transition from a Communist state to a Republic, what Communism actually entails, Russia's new national anthem and flag, the difference between China and Russia, the way Russia is portrayed in modern media, etc.

A woman came in to use the library's bathroom faucet to plant an amaryllis bulb to give to her friend; A woman came in to print sheet music for her bluegrass group; A mother read her children a story in a very animated voice, and a shy child on his own couldn't help being drawn in.

### **New Business:**

Mary Stoddard is the new Trustees Chair, thank you Mary!

The Annual Grant application will focus on two things: creating and maintaining activities that will appeal to seniors (and other adults in the community), as well as support for the summer reading program, which Shana intends to change from this year's standard theme, "Imagine Your Story" to "Imagine Their Story" with a focus on empathy and inclusion.

The Community Grant through the ALA is due Feb. 3<sup>rd</sup>. We discussed recruiting and paying TSA high school students to teach younger students as the topic.

Trustees will recruit a new member. [Emma Basham accepted.] Sue's term is up on Town Meeting day.

Sue discussed starting a "Friends of the Library" group.

Sue will purchase two thumb drives and copy all of her library files to them for Mary and whomever will be the new secretary, along with her Trustee's Notebook.

Sue donated a Dell Inspiron 2020 computer that will replace the poorly functioning public Mac.

### **Old Business:**

Trustees will write Thank You notes to 2019 volunteers. Sue will prepare a list with addresses. Note cards and envelopes are in the library.

### **Upcoming Dates:**

- Trustees Meeting – Tuesday, February 25<sup>th</sup> at 6:00 PM
- Town Meeting – Tuesday, March 3<sup>rd</sup> at 9:00 AM

### **Agenda for Next Month:**

- Schedule Long Range Planning meeting
- Invite Deb Jones to the March or April Trustees meeting to explain the budget to new members.
- Town Meeting - nominate new Trustee, be prepared to answer questions
- Sell quilt raffle tickets (at town meetings & town hall)