

Board of Trustees of Meeting Minutes
Baxter Memorial Library
Trustees Meeting
March 19, 2020

Present: Carole Band-Trustee, Stephanie Davis-Secretary, Mary Stoddard-Chair, Marian Weatherbee-Trustee, Emma Basham via Zoom-Trustee

Welcome new trustees - binders, new key code
Thank you and welcome, Emma and Marian.
Binders distributed and key code shared with all Trustees.

Minutes Approved from February's meeting

Review/vote on new officers and volunteer coordinator
Mary has been coordinating volunteers for coverage for the Librarian. Mary feels as though she cannot continue doing that role since she has now stepping into the position of Chair. Carole will be Volunteer Coordinator with Marian covering when Carole is unable.

Review and sign warrants
No warrants here at tonight's meeting to sign

No Financial Report to review at tonight's meeting
Deb Jones will come to a future meeting to explain the spreadsheets.
We will ask Deb for a Cheat Sheet to help us understand the spreadsheets.
We will still have questions about how our fundraising factors into the budget.

Librarian's Report:

LIBRARIAN'S REPORT FOR MARCH 19, 2020 TRUSTEES MEETING

February Statistics

There were 282 visits in February (195 adults and 87 children), just slightly more than in January 2020, and a 35% drop from February of 2019. Five active programs were held with a total of 20 attendants (this includes four weeks of Baxter Café and one of the board game group) and three passive programs with 17 participants (poetry magnets, bulletin board questions and Short Story Club). There were 294 library materials borrowed from BML, 69 from ListenUp Vermont, and 12 through ILL. Combined, this is just over the number of materials

loaned in February of 2019.

Corona Virus Prevention

Many measures were taken to limit the spread of COVID-19, including posting bright signage on doors and in the bathroom; disinfecting commonly touched objects/areas such as door handles, keyboards/mice, chair backs, tables and other surfaces, etc.; disinfecting all materials coming into the library; and providing alcohol wipes for patron use on keyboards/mice and hand sanitizer at the circulation desk.

Once the library was closed to visitors, I provided porch pickup of materials to patrons over two days. After gathering their requests (or choosing for them in several cases), I disinfected the materials, placed them into grocery bags, and tied them shut with a note detailing the disinfecting that had been done and instructing the patron to disinfect again before handling.

Suspension of Interlibrary Loans

I received the final bin from Green Mountain Messenger. I have not opened the bin, preferring to leave the material in quarantine before opening. Nearly all other Vermont libraries have suspended ILL service, and I have indicated in the CLOVER system that Baxter Memorial is "On Holiday" through April 6. That date can be extended remotely (from home). I have called and cancelled our Green Mountain Messenger service for the time being, though I believe they have since suspended service.

COVID-19 Resource Page

After closing the library completely, I began work on a resource page for Sharonites. That page is live on the Baxter website. It includes information specific to the town of Sharon, as well as resources such as free peer phone counseling, free online meetings for people in recovery, information about applying for unemployment, links to newspapers that have taken down their paywalls, Internet and cell phone providers that have altered their services due to the pandemic, links to activities for children, etc. I am constantly updating it with resources I glean from Library listservs, the Sharon Facebook page, press releases from government officials, town listserv posts, emails from patrons, resources I discover, myself, etc.

Programming

On Thursday, March 5th, Aaron Hoopes, Vershire, Vermont author of *Reconnecting to the Earth: Reclaiming Our Relationship to Nature and Ourselves*, gave a talk on realigning ourselves with a planet in crisis. In total, including myself and Aaron, there were ten attendees. The discussion/talk happened mostly in candlelight due to a power outage that day. I heard from several attendees afterward, and I feel the talk was a success.

Computers

The two donated iMacs have finally been secured. They now belong to Baxter Memorial Library but are currently still at Dartmouth because most of the campus has shut down due to coronavirus precautions. Once we are able to retrieve them, they will be used as backup guest computers.

I gave Deb the link to purchase the Chromebooks. There is no credit card for the town of Sharon, and Deb will be purchasing them with her own credit card and reimbursing herself. She did not feel comfortable ordering three at once so decided to order only one to start. She took it upon herself to email Mike Tisdale to make sure that the machine's power and speed aren't more than we need. Last I heard, she was waiting for him to return her email.

CLiF Revive Your Literacy Program Grant

We held a committee meeting that included myself, Meg Hopkins (SES library) and Ina Anderson (Sharon poet) on March 9 to discuss dates and activities related to the grant. We scheduled four dates, and I ordered approximately \$150 of the \$250 allotted us for books from FirstBook. Due to the coronavirus, however, the program is currently on hold, and CLiF will contact us with further information when scheduling becomes feasible.

New Business:

We briefly spent time talking about the fact that we are continuing to see a drop in attendance at the library each month. There are some contributing factors but we would like to discuss reasons for this and possible solutions at future meetings.

How to deal with Covid-19 library closure:

- Hours and payment for librarian
Employees that are laid off due to this health crisis may be eligible for unemployment. Selectboard is giving town employees who qualify an additional 10 hours of sick time.

Shana is working at home. If that goes on into the summer, that is not going to be that much for her to do. The Trustees do not want to lay her off. If anything she may become more important in terms of building community remotely.

It is up to the Trustees to lay her off.

Trustees took a vote to let Shana stay on and work remotely and at the library as appropriate. Shana will try to come to the library once a week to go through mail and check up on library unless things change and we are told to stay in place. There are few bills that come to the library that will also go to Deb. Junior Library Guild has suspended services but they may have sent our books before that. Shana is not expecting any major deliveries at this point.

We will ask Shana to keep a daily journal of what she is doing and how her hours are being spent. This way we have a record of how her time is being used. Trustees called Shana to discuss these new expectations with her.

- Ideas for new ways for patrons to access library materials

We discussed the part of Shana's work during this time could include building a larger online presence and community during this time. We brainstormed different ideas to continue building an online presence---homeschooling resources, online story hours, virtual lego club,

- Are there paid subscriptions we should temporarily cancel?
Green Mountain Messenger is already canceled.
We could cancel Randolph Herald.
The DVD collection fee was just paid. Not sure how they will handle this---maybe they will partially reimburse the fee?
- Platform for future meetings
In the future we will try to use Zoom for meetings so we can all stay Home.
We tried Zoom tonight with Shana and Emma and it seems to work well.

Old Business:

Trustees retreat for long-range program planning

We will table this conversation until further notice

We will casually start a Dream List for Trustees

Chromebook purchases - update

See Librarian's Report

In the past the librarian has used their own credit card and we are trying to change this. This is probably why Deb used her own credit card.

Quilt raffle - update

Nobody had any updates to offer

Volunteers' Tea

Cancelled

Next Meeting: April 16, 2020

We will plan to meet via Zoom.

Mary will organize and share how the public can access if via the Listserv

Need to make official extra week of vacation and rate of living

Used Book and Plant Sale