

Baxter Memorial Library Trustees Meeting Minutes
Thursday, April 16, 2020
6:00PM

Present: Mary Stoddard, Chair Emma Basham Trustee, Stephanie Davis, Secretary, Carole Bando, Trustee Marian Weatherbee, Trustee

Approve minutes from March meeting
Meetings were approved

Review Financial Reports

No financial reports to review. We assume that these will be reviewed virtually, as they were last month

Librarian's Report and Timesheet **

Shana is spending a lot of time finding resources and adding them to the blog.

Librarian's Report for March 16, 2020

Summer Performer Grant

I received word this week that we've been awarded the \$200 Summer Performer Grant by the

Department of Libraries. There have been changes made to the rules this year (for instance, we

have until October to use the funds, funds can be used for online performances, etc.) I'll be

attending a webinar on Friday, April 17 (tomorrow) where the changes will be explained in more

detail (the webinar will also be recorded).

CLiF Revive Your Literacy Program Grant

This grant is in limbo, at the moment. The original plan was to have the third and fourth grades

come to the library three times, twice for poetry workshops in March and once to see a voice

actor read poems in April (when the children would also be given raffle tickets). Then, there was

to be a family poetry day at the library on a Saturday in April with a raffle, distribution of a book

of the students' poetry, and a return visit by the voice actor. Given that school has been

suspended for the year, we'll need to rethink everything. The grant provided \$250 for books from FirstBook (\$150 of which has already been spent on children's poetry books for the collection) and \$250 for the family poetry event (which would have been spent on raffle prizes, refreshments, and the printing of the students' books). I have received word from CLiF that they are working on guidance for moving the current CLiF grants to the fall.

Shana thinks that we need to use the final sum of money by May 15. She is going to double check on this. We cannot change this into a virtual program because the goal is to physically bring children into the library.

Redesign of the Website

At the moment, the site seems fine. I was able to redesign it while still keeping the same theme and without having to move it to Wordpress.org (from Wordpress.com), something I had originally thought was absolutely necessary. With the rejiggering, it's much more user-friendly and readable, and we don't have to pay anything extra. If everyone is okay with the current website, I'm happy to keep it as is.

Computer Situation

The two iMacs are currently sitting in Chris's office at Dartmouth. All paperwork has been signed, and they are ours; however, Chris is not supposed to enter his office until Dartmouth reopens. To my knowledge, Deb has not yet ordered the Chromebooks. Mary is going to follow up with Deb on the purchasing of the computers because we would like to move forward on this.

Current Offerings

Blog & Resources

I've started the blog again (apparently, there used to be a blog, but it hadn't been updated in several years), and I'm using it to showcase the resources that are being added, as well as to keep in touch with the community. The resources are extensive and have been divided into four main categories: Pandemic Resources (for things like information on unemployment insurance, online

recovery meetings, Vermont law help, etc.); Kids & Teens; Adults; and Learning for Everyone (a collection of online learning tools and courses including LearningExpress, Vermont Online Library and Universal Class).

The resources for adults are entertaining and/or informative, as are those for kids & teens. Some of the resources for kids/teens can certainly be used for home education, while others are more for entertainment. Separating these two types would be difficult/impossible, though, so the resources are simply categorized by subject areas (reading, writing, math, history, art, science, etc.).

ListenUpVermont! (Overdrive) and the Possibility of RB Digital

We continue to provide access to audiobooks and ebooks through the Green Mountain Library Consortium.

I've helped several patrons access the system for the first time over the past few

weeks. The Vermont Department of Libraries has opened the subscription period for RB Digital

(also a consortium of ebooks and audiobooks) and is allowing libraries to join early. The cost to

Baxter would be prorated until July 1, and then \$375/year. (Libraries that join early will still

have to subscribe until July 1, 2021.) I am currently looking into the differences between Overdrive and RB Digital to see how much overlap there is and to determine if it would be worth

the extra money spent. That said, no one has mentioned that they've been dissatisfied with the offerings on Overdrive.

There has been an increase in the usage of these resources.

The Trustees discussed whether or not we should look into this new service. While we are not sure we want to spend additional money, we want patrons to be happy with the selection.

Home Education Topic Research

Parents have been handed control of their children's academic lives, and dealing with that on top

of having to adjust to living with the coronavirus, as well as possibly working from home, is a

tall order. In light of that, and because I have many years of experiences with home education and resource curation, I've offered to help research topics of interest. I've already helped a handful of parents with topics such as Native Americans, astronomy and learning to read.

Ideas for Virtual Fundraising

<https://friendschpl.org/>

<https://fla.org/event/the-stay-home-and-read-a-book-ball-2/>

<https://www.soapboxengage.com/blog/1863-virtual-fundraising-ideas>

Library Happenings

I've been keeping a list of kudos over the past few weeks. Here's a favorite:

I have not been in the library for a while and have not met you!!! But I wanted to say thank you

for all of your efforts keeping the library "alive" right now! I just started looking at your blog

and the kids stuff is so great - I sent it to a friend with a 6 y.o. daughter out in Portland OR. So

thank you, thank you for the library's wonderful contribution to the Sharon community!

(If possible) View library website while remaining on telemeeting and have Shana share new information she's posted

Mary has been collecting the mail and leaving it at the library.

People seem to be taking books that were left on the ramp behind the library. We had decided a few weeks ago if we would leave it as is and not advertise. Given the interest from the community, we are going to put more books out.

Mary wondered if there is a way to keep track of how many people are accessing the website.

New Business:

Discuss continuation of librarian's telework situation - hours and payment (24 hrs/wk//18 hrs opened library & 6 hrs administrative)

While going over the librarian's report, we jumped to discussing furloughing Shana. It would save money. Other towns have furloughed employees, not as much directors but that has happened.

Carol Sheldon, a citizen offered her opinion, that having Shana available to answer questions is really helpful. Especially if only for a month.

Trustees agreed that we would like to keep Shana on, especially if doing a virtual committee-building activity. We think it is important to have the continuity.

Shana will work on putting more books outside, a survey for the community and a virtual movie night.

Plant, Bake and Book Sale - discuss and share ideas for possible social distancing event for first Saturday in June

This year this event is scheduled for June 6.

We could do a sort of traveling Plant Sale with plants at the bottom of people's driveways and pies elsewhere.

Or

Not do a book sale but have plants out and do a sort of curbside pick up.

It is important for the community to have this event. We will do only plants and no books this year. We will reach out to Paula to start reaching out to the community to gather plants. We can ask the community to donate money that they would have spent on books. We will have a menu of pies available and also do curbside pick up.

Carole suggested that we check in with the town Covid-19 Committee just to make sure we are working with them. Mary will check in with them. As long as they agree, we will proceed.

After we hear back from the Committee, we will decide who is gathering volunteers for baking, digging up plants. Marian will set up bakers for the day. Carole will put together a letter to go out to the community to ask for plants.

Mary will contact Paula to organize plant portion of the events.

We also have the quilt to raffle off. Is there anyway we can do that online? We discussed delaying the quilt raffle until December to coincide with the Cookie Walk. It was decided that we would postpone the quilt raffle until the Cookie Walk. Shana will put the quilt and change in plans on the website.

We will advertise on the Listserv (Carole will blitz the lists), Shana will update the chalkboard outside the library. Stephanie will advertise on the town Facebook page. Shana will also create a graphic.

We jumped to considering fundraising and brainstormed potential ideas like a virtual movie night. This could be work that Shana could do while working remotely. Shana thinks that we can show movies.

Carole suggested doing a Zoom Coffee Hour. (Not a fundraiser--just a community builder).

Emma suggested an online auction of local art.

Resource: <https://libraries.vermont.gov/>
https://libraries.vermont.gov/services/public_libraries/trustees

Old Business:

Trusteed retreat for long-range planning - group email with ideas did not happen now what?

*Computer Status -- Are Dartmouth donated Macs at the library?

Did Deb purchase Chrome books?

*CLiF Revive Your Literacy Program Grant -- is it still on?