

Baxter Memorial Library Trustees' Meeting

Thursday, June 18, 2020

6:00 PM

In Attendance: Mary Stoddard- Chair, Emma Basham-Trustee, Stephanie Davis-Trustee, Carole Bando-Trustee, Shana Hickman-Librarian, Marian Weatherbee-Trustee

Approve Minutes from May meeting

Motion made to accept the minutes.

Minutes approved.

Review Financial Reports

The Trustees discussed an email sent on June 17 from Deb Jones about ending the fiscal year \$1500 in the red. The Trustees invited Deb Jones to the meeting to get clarification on her email. Deb explained that we do not yet see the expenses for June. It seems like the biggest reason for this is that the fundraiser did not happen.

We need to consider this as we go into next year and plan for fundraisers and budgeting.

Deb reminded us that we need to put a wage increase in writing. The Trustees added a wage increase into the budget for the librarian after a year. That means the increase will happen in October.

Review and Sign Warrants

Warrants in the total amount of \$3855.01 were reviewed and approved by all Trustees.

Librarian's Report

LIBRARIAN'S REPORT FOR 6/18/2020

Current Offerings

Overdrive Stats: March – 82
 April – 77
 May – 94 (the most ever)

RBdigital Stats

We'll receive our first set of stats from VTLIB at the end of the month, though I've had a couple of patrons who have asked for their patron numbers so they can try it out.

Books on Racism

I received kudos from several patrons, and a handful of parents have requested items from the list. Additional books have been ordered, as well – including books for adults. (When will they arrive? See “Orders from Brodart” below.)

Curbside Pickup

Curbside continues to be a popular option with 5-8 pickups/day. I've been setting both new books and books that deal with racism in the library windows, but I don't know that anyone has requested a specific title because they saw it displayed.

Interlibrary Loans

ILL has just restarted in Vermont, but I've already put in several requests and received a half dozen books, or so, in our first delivery (many more on the way). A few people have written to say that they're happy to have the ability to order books from other libraries, again.

Summer Reading Program

I put together a summer reading kit that includes a reading log, a reading challenge, a writing challenge, writing prompts, coloring pages, origami sheets, notebooks, bookmarks, stickers, and more. I really don't know how many folks will be interested, but I'm excited to find out. Due to the kerfuffle with the Junior Library Guild earlier this year, I have several lots of brand new children's books to raffle off for end-of-summer prizes. I've divided them into five lots (two picture books, one junior graphic novels, one junior fiction, and one YA). I can likely put together a writer's basket (journals, pens, books of writing prompts, etc.) for no cost. Any other ideas?

I'm waiting to hear back from Jillian about when she'd like to start hosting summer craft time. She says she'd like to do it for community service.

As for scheduling a summer performer, I'm waiting for recommendations from other libraries on who delivers good virtual performances. I've found a few performers I think have done amazing work live, but they don't seem to be set up to present virtually. I imagine I'll start hearing yeas and nays about specific performers very soon.

Orders from Brodart

Because of the pandemic, Brodart has been very slow to ship. There has been a lot of talk about it on the listservs, and other librarians have been making a stink with the company and promising they're going to start using Baker & Taylor or Ingram, instead. However, the reason that they're

slower to ship than the other companies is that they're located in PA, while the others are located in South Carolina and North Carolina, respectively. Both Carolinas have no provisions for maximum employees in a building. PA just moved to a maximum of 75% from a maximum of 50%. I've called Brodart, and they should begin shipping our orders next week. I'm happy to continue using them. I'm grateful that their state is opening things up more slowly.

Chromebook(s)

Deb dropped off the first Chromebook the other day. I'll get it set up for guest use next week.

Picture Books

I've finished reconciling the picture books and found 25 that are missing from the collection (that doesn't include those that are overdue, some by a few years).

CLiF Grant is holding back and waiting. It can be used in the fall if we can get kids together. Shana will hold the 35 books until the fall.

Public Comments

Old Business:

ChromeBooks

We have purchased one Chromebook and Deb Jones will continue to purchase more as she gets the go ahead from Shana.

Needed Supplies for Covid protection

If and when we open we will need more masks. We have tons of gloves. We have some hand sanitizer and we should be getting a gallon from the Department of Libraries. They are also providing a sneeze guard. It would be nice to have cloth masks to give away to community members that might need them.

FALL FUNDRAISE

At our July meeting we will discuss the idea of an outdoor event at the Elementary School. We need more information from Keenan. Stephanie will check in with Mary Newman about holding the event at TSA.

Outdoor programming

Gathering limit is still 25.

We have no plans at this time for outdoor programming.

New Business:

Opening the Library? It seems like most libraries are not opening up yet. If they are, they have so many things in place and they are very strained. The State Librarian is dissuading browsing. Shana thinks that without browsing and socializing, that she does not see much point. Carole said Quechee is open for two people at a time. Patrons sign up in advance and are able to browse. Shana knows about an App where patrons can sign up for 15 minutes slots. Bathrooms, hand sanitizer and masks. Eventually Baxter will get a sneeze guard. Shana is not sure we need one. We could conceivably open. It will just be a lot of logistical stuff to do.

The people who would come in to use the computers are now sitting outside and using the Wi-Fi outside. There does not seem to be a need for people to use the computers.

As of right now we are deciding to stay closed because the library is just too small of a space. We will revisit this decision at our July meeting. Shana will remind the community about curbside services and books in the window.

Emma suggested wheeling a cart outside for people to have a browsing opportunity. It would be "Shana's Curated Collection". Trustees like this idea. Shana will play around with it. She will also consider how to build a sort of community review area.

Shana is currently coming on Mondays, Tuesdays and Thursdays. Shana is consistent with her hours. If we do the browsing cart, Shana may need to adjust hours. She is coming in 7:30-2:30 right now.

Next Meeting: Thursday, July 16, 2020 at 6 PM