

**Baxter Memorial Library Trustees' Meeting Minutes**  
**Thursday, August 20, 2020**  
**6:00 PM**

**Meeting Minutes**

**Present: Stephanie Davis-Secretary, Emma Basham-Trustee, Mary Stoddard-Chair, Carole Bando-Trustee, Marian Weatherbee-Trustee, Shana Hickman-Librarian**

**Approve Minutes from July meeting**

A motion was made and seconded to approve the Meetings. All Trustees approved the July Meeting Minutes.

**Review Financial Reports**

Our financials seem to be in good shape as we begin the 20-21 fiscal year.

**Review and Sign Warrants**

Stephanie Davis made a motion to approve invoices on Warrant #1064 which include payments to

- Brodart Co. for 3 invoices totaling \$184.63
- EC Fiber for \$102.54
- Deb Jones for another Chromebook Flip for \$569.00
- Priority Express for 5 weeks totaling \$100
- Margaret Raymond Petty Cash \$50.00 (This warrant combines the expenses for the prepaid credit card and the regular petty cash – I need to know how big of a prepaid card to get next time.)
- Shana Hickman two reimbursement requests totaling \$93.98

**For a total Warrant #1064 of \$1100.15”**

All Trustees approved this motion.

**Librarian's Report:**

**July Stats**

**Overdrive:** 78 (64 last year)

**RBdigital:** 7

Interest in RB Digital continues to be low. We have it for a year so will keep it but are not sure if we will renew next year.

**ILL requests filled:** 22 (32 last year)

**Checkouts:** 217 (301 last year)

**Visits:** 124 (96 adults, 28 children)

**Curbside Pickup:** 78 (including ILLs)

### **Summer Reading Program**

25 packets were handed out. I'm in the process of taking photos of raffle prizes; assembling raffle boxes/jars; and reviewing kids' reading logs, reading and writing challenges, etc., in order to award tickets. There's only one more craft hour left, but they seem to have been going well. 17 children attended in July.

### **Summer Performer Grant**

Jools has agreed to do two presentations for \$100 each, using our summer performer grant. The first is scheduled for September 2 at 5:00. Shana will reach out to Jools about doing a second performance on a weekend day during September.

### **The Question of Reopening:**

The Trustees and Shana discussed reopening the library. There is some support for opening with specific time slots with limited people. Shana does have a plexiglass shield. We could wait until October to reopen but we might only have a few weeks to do it before winter arrives. The benefit of doing it now are that we could open windows.

Questions we need to consider:

Would we allow browsing?

Would we allow children to come look at books?

How many people would we allow in at once?

The Trustees decided to wait another month to see how things go with schools opening. We will revisit this conversation at our September meeting to consider reopening for October.

### **Public Comments:**

## **Old Business:**

### **Librarians vacation time**

Mary Stoddard made the motion Shana Hickman, Library Director, may move her unused vacation time to December 31 retroactive to June 30 due to difficulties caused by the Covid Pandemic, which required her active employment to manage changing safety requirements of the library in order to meet the needs of our community. This is a permanent change to our Board Policies.

Carole Bando seconded the motion.

This motion was unanimously approved by all Trustees.

### **ChromeBooks**

A second ChromeBook has been purchased.

The Trustees approved the purchase of the third Chromebook while we can and then we will have it when we reopen. We want to honor our commitment to our fundraisers. We will continue to brainstorm how to use the computers safely as we begin to reopen.

### **Needed Supplies for Covid protection**

Shana is low on wipes. She is planning to order those as soon as she gets a needed account number. If and when we open up, we will need masks.

### **Laminator**

At our last meeting we talked about purchasing a laminator. Shana has not made much progress on making a decision. The feedback on all laminators seems to be mixed. Mary Stoddard will ask Marcy Innes about laminators. Shana hopes to still purchase one of these with the \$250 from a Grant. We will revisit this purchase at our September meeting.

### **Librarian's compensation COLA letter to Town deferred until 2021**

We have until October 2021 to write this letter. It is a yearly increase in salary.

### **Pizza Fundraiser Committee Report**

Marian picked up 100 pizza boxes today for \$40. She also has cheese and pepperoni. King Arthur donated flour and yeast.

We still need sauce.

We also need wood.

We will meet one more time next Wednesday August 26 about this event at 8pm

**New Business:**

Paula and Kit planted two hydrangeas outside the library. We will acknowledge them in the next newsletter. Carole will send thank you notes.

**Next Meeting:** Thursday, September 17, 2020 at 6 PM