

**Baxter Memorial Library Trustees' Meeting Minutes**  
**Thursday, September 17, 2020**  
**6:00 PM**

**In Attendance: Mary Stoddard-Chair of Trustees, Carole Bando-Treasurer, Emma Basham-Trustee, Stephanie Davis-Secretary, Shana Hickman-Librarian**

**Meeting Minutes**

**Executive Session**

**Approve Minutes from August Meeting**

Motion made to accept the minutes. Motion seconded. Minutes approved by all Trustees.

**Review Financial Reports**

Financial Reports reviewed.

**Review and Sign Warrants**

The Trustees made a motion and approved a Warrant 1073 for a total of \$758.78, which will include \$102.54 to EC Fiber, \$250.44 to reimburse Deb Jones for purchase of a laminator and laminator pouches from Amazon, Jools Skeet for \$200 for Storytree performances, Priority Express \$80 for 4 weeks of interlibrary courier service, Shana Hickman reimbursed \$33.80 for door prizes for the reading program from Amazon and Esty and for another month of Zoom meeting subscription, and \$92 to USPS for a year's renewal for PO Box 87 rental.

**Librarian's Report:**

**August Stats**

**Overdrive:** 91 (72 last year)

**RBdigital:** 4

**ILL requests filled:** 27 (14 last year)

**Checkouts:** 191 (239 last year)

**Visits:** 137 (174 last year)

**Curbside Pickup:** 72 (including ILLs)

**Laminator**

We used the remainder of our CLiF Revive Your Literacy Program grant on a laminator and

laminating pouches. Earlier this week, I used these to laminate a book we also received with CLiF grant money: *Firefly July*. I have these posted in a Storywalk® fashion around the back of the library.

Some libraries are asking patrons to sponsor Storywalks®. Usually \$50-\$150, the sponsorship allows the libraries to purchase two copies of the book to disassemble, as well as laminating pouches and velcro. The sponsor is also usually able to add a short write-up explaining what the story means to them. On a grander scale, many libraries are also soliciting sponsors for permanent Storywalk® features along walking/hiking trails and including sponsor names on posts. Here are a few good examples:

<https://www.cookmemoriallibrary.org/Pages/Index/182191/sponsor-the-storywalk>

<https://www.augustacountylibrary.org/want-to-sponsor-an-augusta-county-storywalks/>

<https://www.millerferry.com/wp-content/uploads/Storywalk-Brochure2.pdf>

### **Summer Performer**

The original date for Jools' first storytelling event was rained out and was changed to the following day. We had 5 families signed up to participate, but because of the date change, only one family was able to attend. Jools will do a second performance on Saturday, October 3rd. She checked with Anne about using Seven Stars' hall for the performance, as it might be chilly, but since she can't perform while wearing a mask, we aren't able to use it. She's offered to do the performance via Zoom, if we like, or at the warmest part of the day - 4:00 in the afternoon.

### **Summer Reading Raffle**

Because of the stress of starting back to school this year, it seems that most folks forgot to enter the raffle, so I've extended the deadline until the end of September with the drawing scheduled for October 1, and I'll email everyone who participated. You can see the raffle prizes here:

<https://sharonvtlibrary.com/summer-reading-program/>

## **Public Comments:**

### **Old Business:**

#### **Librarian's Compensation**

The Trustees offered Shana \$19.50 an hour starting in her second year of employment and an additional week of vacation.

#### **Should we reopen the library?**

The Trustees would like to reopen in some form. It would be nice to share the space with families that are new to homeschooling so that they could see the resources available at the library. Original Library Hours are MTW 2-6 and Th 3-7. Shana reminded us that on Thursdays between 6 and 7 no one

attended. If we are wanting to welcome homeschooling families in, maybe we should consider a morning opening. We need to factor in time for cleaning in between visitors and also time for Shana to do curbside work. There are also questions to consider around browsing. Suggestion: Tuesday/Thursday is curbside and Monday/Wednesday could be open for visitors. One day could be 2-6 and another could be open in the morning hours. Other librarians have told Shana that curbside tends to stay the same and just a few more people will come in for appointments. Shana is going to suggest a schedule that she thinks makes sense for her and the library; she will send it to the Trustees.

How long would appointments be? It seems like most other libraries are doing 30 minute appointments. Shana suggested 25 minute appointments that allow for 5 minutes of cleaning. There will not be that much cleaning with the bathroom closed. We have the sneeze guard. We need to be more concerned about the air. The library has a box fan. We need air flow. The air purifying unit has been recommended to us. Should we consider purchasing one of those? Do we have it in the budget? We are running a little bit in the red right now but we have some money for emergencies. This seems like a good time to tap into that money. Mary Stoddard made a motion to get a filter system up to \$750. Motion was seconded. All Trustees voted in favor. Carole will look into different air filtration systems. Shana will plan the library's opening plan while we wait for the air filtration system. Carole suggested that the cost of this item could come out of our furniture budget.

### **ChromeBooks**

The new Chromebook arrived.

There is still one to purchase that we will put on hold. We will purchase this when the library is more open to the public.

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

Lots of hand sanitizer and gloves. We have a small box of disposable blue masks. Most libraries are not taking temperatures and we will not keep track of who comes in because of privacy rights.

### **Laminator**

See Librarians' Report above.

### **Pizza Fundraiser Committee Report - debrief**

Final total was \$1676.10 (combination of pizza, donations and raffle tickets). About \$1200 was from pizzas and the rest was raffle and donations. We have a lot of requests for when we are going to do it again. Do we want to do it again? What if we start two hours earlier and pump pizzas out? It was a lot of hours put into the entire event with making dough and sauce and the day of itself.

There is a lot we could do differently---toppings could be pre-sliced and have more of an assembly line. Rolling the pizza dough was grueling. It would probably help to have more people doing it. Overall, it is still a good fundraiser if the library funds the ingredients next time. The event would probably make about \$900. Trustees decided to do pizza event in June and August.

## **New Business:**

### **Appeal Letter**

Last year we made \$3125.

Marian wondered what the average donation was. Shana recalls most being fairly small with a couple of larger ones. It came in fairly small increments. We would need to send this out in November. We need to decide if we should mail it to the entire town again or just to those that already gave last year. Stephanie, Mary and Carole will look in notes for expenses of this and other details.

### **Future Fundraiser Events**

We discussed the potential of doing a fall baking event like pies or apples. What if we do a late fall/winter event chili event.

“Everything Apple” in October. Apple pies, apple crisps, apple tarts, apple cake, Applesauce. Trustees would make items at home and bring them to the library to sell on a big table. People could drive by and ask what we have for sale. Each of us could find a few other volunteers to help bake for the event. Suggested date of October 10. We will announce to the community what we will have. We will email volunteers.

### **Evaluation**

Carole and Shana will have a performance review of Shana’s first year of employment.

**Next Meeting:** Thursday, October 15, 2020 at 6 PM