

Baxter Memorial Library Trustees' Meeting Thursday, October 29,2020

6:00 PM

Meeting Minutes

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

Meeting Minutes: The minutes of September 17, 2020 were approved without change.

Financial Reports

Review and Sign Warrants

A motion was made and All Trustees approved an AP Warrant 1089 for a total of \$1785.00 which includes 2 invoices totaling \$425.54, one reimbursement to Carole Bando for \$793.94 for the Coway Airmega air purifier, EC Fiber 1000 \$102.54, six invoices for Priority Express totaling \$120, and several slips submitted by Shana Hickman for reimbursement totaling \$342.98.

Librarian's Report

LIBRARIAN'S REPORT FOR 10/29/2020

September Stats

Overdrive: 77 (55 last year)

RBdigital: 2

ILL requests filled: 26 (11 last year)

Checkouts: 219 (228 last year)

Visits: 112 (174 last year) (in the 9/20 librarian's report, I accidentally listed 9/2019's visits instead of 8/2019's - it should have been 205)

Curbside Pickup: 62 (including ILLs)

Jools

While Jools's first Storytree performance was for only one family due to a rain cancellation and subsequent rain date, the second Storytree was held on a beautiful day and was much better attended - four families with seven children who each got to choose and take home a brand new book!

ARSL Conference

I attended the Association for Rural and Small Libraries conference September 28 - October 2 using a grant I received from the Vermont Department of Libraries. I was able to view quite a few presentations, and I'll have access to the presentation recordings through the end of the year. Perhaps the most helpful session I attended was devoted to the E's of libraries. Because the grant required that I present information from the conference for the benefit of those Vermont librarians unable to attend, I spoke almost exclusively about this presentation. The E's of libraries is helpful when presenting libraries and their work to the public in order to obtain funding, and most library workers are familiar with the concept. This particular presentation, however, was so robust and passionate, I was simply amazed. I've downloaded the slides and can send a copy of my notes for the presentation if anyone thinks they might be useful.

I also gleaned several programming ideas from various sessions that I plan to implement as soon as it's possible to do so (a favorite is community bookshelves - showcasing the books of different community members).

Grants

On September 25, we received a courier grant of \$520! This should cover half the cost of belonging to the courier system (which is definitely seeing heavy usage).

We're still waiting to hear back from The Byrne Foundation about my request for \$5000.

Today, I attended a Vermont-specific online workshop on applying for the ALA's Libraries Transforming Communities: Focus on Small and Rural Libraries grant. The application for first-round consideration is due by December 2, 2020. This grant will provide \$3000 to 650 small and rural libraries to work with community members on an issue or work with community partners on an issue that's important to the people who live and work here. In order to apply, you must be a member of either the ALA or the ARSL, so

I joined the ARSL (personal membership, as it was the least expensive option) during the conference. If we're not selected for one of the first 200 grants from the first round, we'll receive feedback on the application and can reapply by March 4 for the remaining 450 grants. You can read more about that grant opportunity here:

<http://www.ala.org/tools/librariestransform/libraries-transforming-communities/focusgrants/guidelines>

Halloween

I've created 31 bags for trick-or-treaters that contain an organic juice box wrapped to look like a ghost or mummy, a pack of Annie's organic gummy snacks, a Halloween pencil, 12 cut out monsters ready to color, 12 popsicle sticks to glue or tape them onto, and several googly eyes. (It would have been 32, but one of the juice boxes didn't come with a straw.) I've also made decorations for the windows. I'll set the bags out on the front steps on Halloween for kids to pick up.

Budget

I walked through our budget and came up with some notes:

- I'm not sure what our grant expenses might be, especially in the future, but we have \$800 budgeted for it, and it seems high to me. I'm likely missing something, though.
- I believe, now that we've purchased the Chromebooks, the budget for furniture/equipment can go way down.
- We overspent on downloadables (but know better now and won't do so again).
- The program line seems high to me, but maybe when we're not in a pandemic...?
- We likely won't use the mileage or education lines in fy2021, but might in fy2022.

Fixed:

downloadables (well, mostly fixed)
librarian expenses (salary, FICA, etc.)
circulation software
ILL fees
PO box rental
telephone and internet
website fee

Opening

So far, we've had 15 patron visits on appointment days and 6 on open days. I'm going to sign up with Calendly, a free appointment setting system, as I'm concerned that emailing to set up an appointment may be a deterrent for some (especially infrequent or first-time visitors).

So far, I haven't had anyone who's expressed any frustration with the rules I've put into place (30-minute limits, no more than three patrons at a time, mask and hand sanitizer or gloves required). Carole expressed concern that there were several people at the Everything Apple sale who were wearing their masks improperly and asked me to create a sign that addresses that. I've designed one but have yet to print and laminate it (I'll get to that soon).

We seem to be firmly in the majority of libraries. I've attached this week's survey:

Public Comments

Old Business:

Everything Apple FUNDRAISE

We raised almost \$900.00. The work was still pretty substantial.

Portrait of Dr. Baxter

The Trustees would like to clean up and hang the portrait of Dr. Baxter in the library.

Appeal Letter

Trustees discussed the Annual Appeal Letter. Minor edits were made to draft. We will mail a hard copy and email thank you notes in cost-saving measures.

New Business:

FY 2020-2021 Budget

The Trustees drafted up the 2021-2022 Budget. We have some questions to follow up on before we finalize the budget.

Cookie Walk

Right now we are planning to do the Annual Cookie Walk in mid December. We will hold the event outside with cookies pre-boxed.

Next Meeting: Thursday, November 19, 2020 at 6 PM