

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

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

**Approve Minutes from November meeting**

November Minutes approved by Carole, Stephanie and Mary

**Review Financial Reports \*\***

**Review and Sign Warrants**

The Trustees made a motion and approved the **AP Warrant 1106 for a total of \$1791.26** with invoices to be paid to **Auto-graphics Inc for \$710.27** for the annual fee for circulation software, to **Brodart for \$141.53** for library supplies (a separate division than for books), to **Brodart Co for \$422.28** for 4 different invoices for books, **EC Fiber for \$102.54** for phone and internet for Dec, to **LUV (Librarians of the Upper Valley) for \$215** for Audio and Visual and membership fee for the year, to **Priority Express for \$80** for 4 weeks of courier service, and to **Shana Hickman for for out of pocket expenses totaling \$119.64** for zoom subscription for 1 mo, book purchases, website domain name fee, Walmart purchases, and ink from Staples.

**Librarian's Report**

**November Stats**

**Overdrive:** 43 (69 last year)

**RBdigital:** 15

**ILL requests filled:** 26 (11 last year)

**Checkouts:** 278 (242 last year)

**Visits:** 119 (278 last year)

**Curbside Pickup:** 55 (including ILLs)

**Appointment visits:** 21

**Open hours visits:** 6

**Appeal Letter**

As of today (12/17), the total received stands at \$3381, though a few people have recently expressed their intention to donate.

### Grants

I completed the application for first-round consideration for the ALA's **Libraries Transforming Communities: Focus on Small and Rural Libraries**, but we didn't receive it in the first round (200 grants). I'll receive feedback on the application from the ALA and will reapply by March 4 for one of the remaining 450 grants. I'll also search out additional grants for enhancing our junior nonfiction section.

I'll be applying for the **Vermont Community Foundation Grant for Public Libraries** due by December 23. 80 grants will be given out to Vermont libraries. The grant prioritizes towns based on poverty, connectivity, and rural location. Each public library in the state has been scored using those metrics, and a library with a higher score will receive the grant over one with a lower score. (In theory, if the 80 highest scoring libraries applied, they would all receive the grant.) We're library #81, so if just one library with a higher score neglects to apply, we'll receive the grant. It provides \$1500 and can be used for anything that improves connectivity or computer options for patrons. According to VTLIB, "Examples include wireless or wired network upgrades, additional public computers (in the library, or lendable), extending subscriptions for 4G hotspots or wireless access points, productivity or usability software for patrons, improvements for **patron printing options**, and physical accommodations to improve computer use inside or outside the building (such as exterior electrical outlets, porch canopies, portable air purifiers, or space heaters) - but there are certainly other related possibilities. Amounts include installation and setup."

### RBdigital Migration

On December 16, RBdigital merged with Overdrive. I had alerted the 7 patrons who had used RBdigital that they would no longer have access after December 15th. I only heard back from one patron who was sad to see it go, as he felt that it was a better service than Overdrive. I opted for a partial refund; however, we were never actually billed. Several weeks ago, I wrote to Tom McMurdo at VTLIB about it but never heard back. When telling Josh Muse that we wanted to opt out, I also informed him that we hadn't been billed. Long story short, we may or may not be billed for the half-year we used it, but we certainly won't be billed for any longer than that.

### Outside Lights

I've had a complaint from a patron (who has also heard complaints from other patrons) about the lack of porch lights in the front of the building, especially now that people are using the front drop slot and there's the possibility of ice on the steps. Solutions include keeping the porch lights on all night (which I've been doing for the last week or so), putting up solar-powered security lights (\$30 on Amazon), or perhaps fixing the purple-ish light at the top

of the building. (I'm unsure about that light. Where is the switch? Has it ever worked? I can't remember.) Shana will ask Deb if town will put motion-sensored light at the front of the library. In the meantime, Shana will leave the lights on out front.

### **VINS Membership**

We received a membership renewal form from VINS (\$150). I'm leaning toward waiting until spring to renew, but if anyone feels otherwise, just let me know. Trustees agree to wait until Spring to renew membership.

### **Spacing Out Junior Nonfiction**

I've shifted the adult nonfiction books to make more room for children's nonfiction books which circulate at a much greater rate. Where there was previously no space for any newly purchased books, now they're spaced out to allow for easy browsing and additions. Shana will continue to look into books about other holidays besides Christmas.

### **Sheet Music Donation**

When I arrived a few weeks ago, I found that someone had left several dozen pieces of sheet music from the 1920s. I've searched up many of them (though not all of them) and found that they're not particularly worth much (and not all are in pristine condition - a child was practicing her/his skill with drawing mustaches on beautiful ladies). I'm not sure what to do with them. One thought I had was asking whether Seven Stars would like them.

### **Posting Meeting Agendas**

After the Tunbridge Library experienced some issues with the management of their trustee meetings, I learned that the agenda must be posted.

#### **From 1 V.S.A. § 312(d):**

At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be:

(A) posted to a website, if one exists, that the public body maintains or designates as the official website of the body; and

(B) in the case of a municipal public body, posted in or near the municipal office and in at least two other designated public places in the municipality.

Chair will make sure to share the agenda at least two days in advance.

### **Possibly Moving Back a Phase**

According to discussions on the Vermont library listservs, most other libraries have decided to go back to curbside-only.

Shana feels comfortable being at the library right now. We will continue to monitor the situation and safety in the library. The Trustees agreed to give Shana permission to do as she sees fit in terms of keeping the library open to in person visits and appointments.

### **Public Comments**

None

### **Old Business:**

#### Portrait of Dr. Baxter

We think the portrait is ready. Paula DuPrat has volunteered to pay for this as a gift to the library. We need to make sure to thank Paula for this.

#### Appeal Letter Update - divvy up list for THANK YOU NOTES to donors.

Trustees decided to wait until after the holidays to start writing thank you notes. We will split up the list of Thank You Notes at the January Meeting.

#### Do we need to send notes to bakers?

Bakers were emailed a thank you notes/appreciation.

#### FY 2020-2021 Budget - Review Deb Jones' suggested changes and finalize budget

#### Submit approximate expenses for fundraisers

Trustees reviewed the modifications and suggestions and approved the FY 2020-2021 Budget suggested by Deb Jones.

We do need to do more to keep track of the money that the Trustees are spending. The Trustees should send these expenditures to Mary.

### **New Business:**

#### Snow Removal from Neighbors

There are concerns from library patrons that snow from the neighbors' is being plowed onto the library's property. This could be bad for the well and maybe unsafe for children climbing on the snow pile. Is there an agreement that has been made between the town/library and the

neighbors? Shana will follow up with Deb to figure this out.

### Friends Group

Sue Sellev is interested in starting a Friends Group. A Friends Group would have to set up a whole non-profit status. Mary Stoddard will invite Sue to the January meeting to discuss starting a Friends Group.

### How to raise more money

Valentine's Day Cookie Walk?

Photography Show/Auction via Facebook?

Photos of Sharon?

Chili/Soup on Friday nights?

Another pizza night in the spring

Calendar of Sharon for 2022?

Cabin Fever Series--- photo classes, music, cooking, baking

Post Covid Garden Tour

Zoom Wine Tasting or Craft Beer

Emma will follow up with Upper Pass and Brocklebank

Silent Auction

Live Auction at Plant and Bake Sale

**Next Meeting:** Thursday, January 21, 2021 at 6 PM