

Baxter Memorial Library Trustees' Meeting
Thursday, January 21, 2021
6:00 PM

AGENDA

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

Sue Sellow- Community Member, Carol Sheldon-Community Member, Paula Duprat-Community Member, Suzanne Jones-Community Member

Approve Minutes from December Meeting

All present Trustees approved the December Meeting Minutes.

Review Financial Reports

Review and Sign Warrants

All present Trustees made a motion to move to approve Warrant 1118 for the total amount of \$465.12 which includes 5 invoices to Brodart Co for books totaling \$246.91, EC Fiber for \$102.54 for phone and internet service for January, for Priority Express for \$40 for courier service, for reimbursement to Shana Hickman for \$75.67 for 5 receipts for books, supplies and zoom subscription all to benefit Baxter Memorial Library.

Librarian's Report

LIBRARIAN'S REPORT FOR 1/21/2021

October Stats

Overdrive: 59 (57 last year)

ILL requests filled: 20 (18 last year)

Checkouts: 268 (208 last year)

Visits: 114 (259 last year, including 50 from cookie sale)

Curbside Pickup: 52 (including ILLs)

Appointment visits: 16

Open visits: 8

Appeal Letter

I believe the donations have dwindled down, and we raised \$4656! All the thank you notes are in the mail.

Grants

Libraries Transforming Communities: Focus on Small and Rural Libraries

The application for second-round consideration for the ALA's *Libraries Transforming Communities: Focus on Small and Rural Libraries* grant is due by March 4, 2021. I spoke to Elena Pepe-Salutric from the ALA by phone about our first-round proposal, and she told me that ours was considered a "borderline" application, meaning that we were nearly awarded the grant, but were ultimately beaten out. She offered a few ideas to boost our application's chances for the second round, including focusing more sharply on the anticipated community impact and the methods we'll use to measure a successful outcome.

If we're awarded the grant, we'll receive \$3000 toward this end.

Vermont Community Foundation Grant for Public Libraries

I have yet to hear anything about this grant. (Just a reminder: 80 grants will be given to Vermont libraries. The grant prioritizes libraries from 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, so, 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. The awards are supposed to be announced sometime this month.

Public Library Questionnaire (1/20/21)

Current status of the library building

Closed = 2 (1%)
Staff only = 99 (62%)
By Appointment = 21 (13%)
Open = 37 (23%)

Though we're in the minority, I feel that Baxter is a safe space. I don't know that we've had more than two unrelated patrons inside at one time. I'll continue to monitor the pandemic's spread and communicate any concerns.

New Page on Website

I've created a new page on the website: *Help Your Library*. It includes several different ways patrons can support BML, including donating money or materials, volunteering, and purchasing items from our newly created Amazon wish list. It also includes a link to I Love Libraries' "What's Your Library Worth?" calculator. The page can be accessed by the top bar menu or by a button at the top of the homepage.

Public Comments

Old Business:

Report for Town Meeting

Trustees agreed to postpone a final review the budget for the Town Report. They will be in touch via email as needed.

Friends' Group

Trustees started this conversation by sharing why we would like a Friends' Group. It was noted that Trustees are spending lots of time fundraising and it almost unmanageable, especially when we realize we are only fundraising to make the budget. We would also like a Friends Group to help with gathering volunteers. It was also noted that a Friends Group would be helpful with creating programming (like reaching out to authors); Shana supported this. It would also be nice to have a Friends Group to help publicize and support the library in the community. When we fundraise the money goes into our budget and the town gives us less. If a Friends Group raised money, then that would stay separate from the budget.

Sue Sellew wonders why a group of volunteers couldn't do this. Do we actually need a specific Friends Group with a treasurer and other specific responsibilities. Sue's concern is that a Friends Group does add another layer of complication. It is a part-time job.

A Friends Group would be its own non profit and be a separate entity. A Friends Group would need officers and a statement of purpose. We would need even more than the five in attendance to start the group.

Sue Sellew comments that she understands why the Trustees want a Friends Group but she is aware of all of the pieces that will go into starting this different entity.

Suzanne Jones wants clarification on the difference between the Trustees' responsibilities and the Friends Group's task.

Paula Duprat noted that the Friends Group does have the final say over how the money is spent.

Marian Weatherbee wonders if our library is big enough for Trustees and a Friends Group. She suggested that we have a Trustee that is in charge of fundraising that manages the fundraisers and volunteers, etc.

Sue Sellew expressed the same concern. She thinks we need to get more people involved with the fundraising and introduce new ideas.

Mary Stoddard reminded us that without the Friends Group, we are not able to use the fundraising money for extra things. Instead, that money goes back into our budget. The advantage of a Friends Group is that we can do what we want with the additional money.

Emma Basham wonders if we could pay part of the librarian's salary out of money raised by a Friends Group.

Stephanie Davis hears the concerns about having two separate groups of leadership and wonders if we might test run a sub set of the Trustees that are responsible for volunteering. She also wonders how much fundraising the town can handle before they reach saturation.

Paula wonders how we could see how many people would be interested in being part of a group that would receive volunteer opportunities and do them or not.

Sue Sellew would also like to pursue this. Suggested putting some on the Town Listserve and newsletters.

Shana noted there was a similar question in the annual appeal.

Kit suggested creating a volunteer list at the next Plant/Book/Pie Sale.

Sue will Ask Margie if we can add a volunteer sign up insert in the upcoming town report.

Suzanne volunteered to write the insert and suggested it be printed on a different color paper.

Portrait of Dr. Baxter donation: Carole Bando sent Paula Duprat and George Osler a thank you note

Thank you notes: Shana will mail them out tonight. Mary will make sure the last thank you (the one that needed an address) gets mailed out.

Submit approximate expenses for past fundraisers: (Did not discuss)

Fundraiser Update: Brewers' Zoom & Chili/Cornbread: UpperPass Brewery is willing to work with us. Emma will ask if they are available Friday, February 19th (with Friday, March 5th as a backup date). Emma will ask what kind of beers they will talk about and Mary will speak to Midway Market about putting together 4 packs. Mary will ask to see if there is a way people can buy a Zoom ticket by using a credit card. Marian said she would be glad to chair the Chili and cornbread event. Once the date of this fundraiser is finalized, Mary will contact us so that we can meet for more planning.

New Business:

Trustees' Terms: Carole will be stepping down in March. Kit is interested in filling her position.

Change Door Lock: This was done over the summer.

Next Meeting: Thursday, February 18, 2021 at 6 PM