

Baxter Memorial Library Trustees' Draft Meeting Minutes

Thursday, February 18, 2021

6:00 PM

In Attendance: Mary Stoddard-Chair, Emma Basham-Trustee, Marian Weatherbee-Trustee, Stephanie Davis-Secretary, Shana Hickman-Librarian, Sue Sellew-Community Member

Approve Minutes from January meeting

All Trustees present reviewed and approved the minutes from the January meeting.

Review Financial Reports

Trustees reviewed financial reports. It was noted that there was an additional line item for Covid-related expenses. This was the purchase of an air filter. We did not budget for this item but it was covered by money from the state. Marin Weatherbee will email Deb Jones to understand where that money is shown in the budget.

Review and Sign Warrants

The Trustees made a motion and approved the **Baxter Memorial Library Warrant 1121 for a total of \$451.70** which includes 2 invoices to **Brodart Co for \$151.11**, an invoice for **EC Fiber for \$104.26**, reimbursement to **Mary Stoddard for \$33** stamps for fundraising, an invoice from **Priority Express for \$80** for 4wks of courier service, and reimbursement to **Shana Hickman for \$83.33** for 9 receipts for purchases of program supplies & zoom service, and children & adult books.

Librarian's Report

Librarian's Report for 2/18/2021

January Stats

Checkouts: 341 (295 last year)

ILL Requests Filled for Us: 47 (25 last year)

ILL Requests We Filled for Others: 11 (3 last year)

Overdrive: 90 (67 last year)

Curbside Pickups: 63 (including ILLs)

Visits: 103 (273 last year)

Appointment visits: 20

Open visits: 9

Web stats: 445 views/257 visitors (192/89 last year)

Valentine's Day Craft

This was a *huge* success. (Thanks, Marian!) Lots of kids (and quite a few adults) participated, both during library hours and over the weekend. When I left on Thursday evening, I put the remaining hearts, stickers, and markers out, and when I came back Monday morning, all the hearts had been decorated and hung on the tree, the posts, the gazebo, and even from a sunflower stalk! I've received quite a few positive comments about our joyfully decorated library, too.

Chili Preorders

At the moment, 9 quarts have been preordered (5 or 6 beef, 2 poultry, 1 or 2 vegetarian).

Museum Of Bad Art Zoom Presentation

This is scheduled for March 23 at 7:00. We're sharing this presentation with four other libraries, bringing our cost down to \$50 from \$250. I think this will be a fun presentation. From the Events page of the website:

The Museum Of Bad Art (yes, there is such a place!) collects, exhibits, and celebrates art that will be seen in no other venue. Since 1993, they have collected art from thrift stores, yard sales, sidewalk trash, and even the artists who create it. They analyze, compare to classic art, and share with thousands of fans around the world. Join Louise Reilly Sacco, the Permanent Acting Interim Executive Director of the Museum Of Bad Art, for a lighthearted yet serious look at bad art in all its forms and all its glory.

Become a Magician Course

I'm working on partnering with two other Vermont libraries to offer this 14-lesson course and 30-minute magic show to our young patrons. The cost to us will be \$100

(down from \$300), and patrons will have a year's worth of access to the lessons. Here are a few links:

<https://www.themagiccirclecenter.com/store/p1/becomeamagician.html>

<https://www.sevendaysvt.com/vermont/stuck-in-vermont-world-travelers-bring-their-magic-home-to-vermont/Content?oid=31673600>

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 March 4, 2021. I'll keep you updated.

Vermont Community Foundation Grant for Public Libraries

We were awarded this grant, and it's already been deposited - woohoo! Here are the details:

- Grant #: 20210645
- Grant Amount: \$1,500.00

This grant will allow us to purchase a wireless, monochrome, duplexing laser printer that's compatible with both our Mac desktops and our new Chromebooks, as well as several replacement toner cartridges. I was looking at a Canon printer for \$278 and high capacity cartridges (10,000 pages) that are \$182. With this grant, we can likely afford a higher quality printer, if we decide that's a priority, or we can use the remainder of the grant for something else. Thoughts?

Summer Performer Grant

This grant has just opened, and this year, the parameters are quite different from past years. Here is a list of what we can use the grant for this summer:

- **Performer/Speaker/Author:** This refers to a person who is not an employee of the hiring library who is presenting an in-person or live virtual program geared towards youth and families. Categories of paid programming include: arts/crafts, authors & illustrators, clowns/juggling/magic/mime, music/dance/movement, presentations, puppet shows, STEM, nature,sports skills/tricks,storytelling, history, theater, writing etc. Due to limits imposed on in-person gatherings, grant monies may also be spent on virtual performances that adhere to the attached virtual performance guidelines.

- **Purchase of programming materials:** Libraries may purchase materials from the categories below to be used to support virtual, grab & go, or in-person programming. The minimum per purchase is \$50.00 from a single supplier. Libraries receiving funds will be asked to document how these items were used to support programming during the summer.
- **Virtual programming tools:** Licenses for presentation and virtual programming tools (such as Zoom or gaming platforms), tech upgrades, hardware, etc.
- **Books:** Purchased books should be used directly for summer programming like book activity kits or book groups.
- **Equipment & evergreen items:**
 - Maker items such as: button makers, instant cameras, etc.
 - STEM items such as: microscopes, robotics, 3D printers etc.
 - Other non-traditional circulating items used for summer programming such as musical instruments, games (tabletop or video games),etc.
- **Movie licenses:** Outdoor movie viewing off library grounds, which is not covered by the VTLIB movie license.

Public Library Questionnaire (2/17/21)

Current status of Vermont libraries:

Closed = 2 (1%)
 Staff only = 92 (58%)
 By Appointment = 26 (16%)
 Open = 39 (25%)

New Page on Website

I've created an Events page for the website. Right now, it includes the chili fundraiser and the beer tasting event, as well as the upcoming MOBA presentation (though I haven't opened registration for that, yet).

Public Comments

Old Business:

Heart Decorations - thank you

Friends' Group Update

At this point, the Friends Groups will not be happening. Carole wonders if doing a fundraiser event that is not directly connected to the Trustees might attract more interest. It is a strange time to do anything new. We will try to start one again next

year.

Committee Report - Chili and Beer Zoom events

- We currently have three community members signed up for the Beer Tasting. Twelve quarts of chili have been ordered.
- Trustees will reach out to volunteers to be on call to make chili or cornbread.
- Chili Committee will meet on Wednesday the 24th to finalize details.
- Marian will contact Suzanne about fliers.
- Shana will blitz the Listserv from Monday-Friday to remind to place chili orders. The following week Shana will do the same with the Beer Tasting.

Town Meeting now in May - trustee status

Kit Hood would like to be a Trustee. It is an elected position so Kit could not vote until May. Carole will stay until May. Kit will start joining meetings.

New Business:

FY 2020-2021 Budget - check for Town Report

Information in Town Meeting Report matches the final budget that the Trustees came up with.

Blind Date with a Book and/or other library programs

We did not do this program this year. This program needs people in the library. Hope to run it in 2022!

Examination of library's stock endowment portfolio

We hope to get someone like a financial advisor to look at our stock endowment and help us make better investments.

We can choose stocks but we need more advising on when to sell and how many at once, etc.

Mary Stoddard and Emma Basham will each contact individuals to give us names of financial advisors/guidance.

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