

Baxter Memorial Library Trustees' Draft of Meeting

Thursday, April 15, 2021

6:00 PM

In Attendance: Stephanie Davis-Secretary, Emma Basham-Trustee, Shana Hickman-Librarian, Marian Weatherbee-Trustee, Kit Hood-Community Member. Paula Duprat-Community Member, Mary Stoddard-Chair, Margaret Raymond-Town of Sharon Treasurer

Approve Minutes from March meeting

Margaret Raymond asked to amend the notes from March.
Stephanie Davis amended the line that was unclear.

All present Trustees-Mary Stoddard, Emma Basham, Stephanie Davis and Marian Weatherbee, approved the March Meeting Minutes.

Review Financial Reports

The financial report is looking good.

Review and Sign Warrants

The Trustees made a motion to approve **Warrant 1147 totaling \$626.17** to pay Baxter Memorial Library expenses including **Brodart & Co for \$51.58**, to **Deb Jones for \$339.44** to reimburse for purchasing a book display shelf and a mobile sign from Amazon, to **EC Fiber for \$104.26** for phone and internet service, and to **Shana Hickman for \$30.39** to reimburse for book purchases and Zoom subscription.

The motion was approved 4-0. Stephanie Davis, Emma Basham, Mary Stoddard and Mariain Weatherbee all voted Yay. Carole Bando was not at the meeting so did not vote.

Librarian's Report

March Stats

Checkouts: 229 (226 last year: March 1-15)

ILL Requests Filled for Us: 53 (14 last year)

ILL Requests We Filled for Others: 3 (2 last year)

Overdrive: 85 (82 last year)

Curbside Pickups: 71 (including ILLs)

Visits: 152 (168 last year: March 1-15)

Appointment visits: 27

Open visits: 20

Web stats: 633 views/413 visitors (288/156 last year)

Museum Of Bad Art Zoom Presentation

We had a total of 33 people reserve spots. Unfortunately, because we shared the event with two other libraries and screen names on Zoom don't necessarily match up with people's actual names or email addresses, I can't say for certain how many of those people attended. It was a fun program, though, and the audience seemed to get a kick out of it.

Become a Magician Course

Neither Greensboro Library nor I have heard back from The Magic Circle Center. I'll update if they ever respond. (I'm really bummed out by this.)

Poem in Your Pocket Day

I've set up a Poem In Your Pocket Day bulletin board inside the library and advertised it on Facebook. April 29th is Poem In Your Pocket Day, and you can come in and choose a short poem (or several) from the board to keep with you and read whenever you like.

Grants

• Vermont Community Foundation Grant for Public Libraries

I've been in contact with Mike Tisdale who wrote me that he had available dates last week and this week. I responded with times that would work well for us but then never heard back. I wrote again and am still waiting for a response.

While reading through Strafford Library's minutes, I discovered this from their January meeting: "David has been exploring our options for replacing the laptop used for circulation. After being unable to reach Mike Tisdale, he has been consulting with Doug Erhard, who he has found to be informative and accessible." It appears Doug is a computer consultant from Strafford. If I don't hear from Mike soon, I was thinking of giving Doug a call - unless there's someone from Sharon I can contact.

Mary suggested contacting Ben Servoz, who lives in Sharon.

• Summer Performer Grant

We received the \$200 Summer Performer Grant, and I've signed the acceptance letter. This money will be used to purchase a button maker and supplies that we can use to award badges during summer reading, as well as use for future programs.

• ALA Grant---just told on 4/15 that we can announce this grant

As you know, we were chosen to receive this \$3000 grant, and I've filled out the acceptance form. I'll attend the orientation webinar on April 21 and the marketing webinar on April 27. The grant funds will be disbursed by April 30. We should be able to announce by that time, as well. \$1500 of the grant will be dedicated to purchasing new juvenile nonfiction books, and I've begun looking at subject areas that need attention.

Long-Term (1 Year) Radon Measurement Results

We participated in this program funded by the Environmental Health Division of the Vermont Department of Health and received a radon measurement of .9 picoCuries per liter (pCi/L) of air. This measurement is below the EPA and Vermont Department of Health's recommended action level of 4.0 pCi/L.

Assembling the Outward-Facing Bookshelf

Is there anyone handy who could assemble an Ikea-like outward-facing children's shelving unit? If not, I can attempt it, but I can't guarantee that the results will be good.

Spending Down FY2021 Programming Funds

We currently have just under \$1000 in our programming budget to be spent before the end of June. So, I here are some options I've been considering, and I'd love to hear feedback:

- **Page Turner Adventures** - \$395 for a 4-week virtual program that includes lots of guest authors, storytellers, etc. *Very slick.*
- **Become a Magician course** - \$300 if we go it alone. Not sure why they haven't responded about splitting the cost with another library or two, but it still seems like a great program, and maybe \$300 is doable for us right now.
- **Performers** - If it looks like we can have in-person programming, we can line up some presenters
- **Crafts** - Spending money for craft supplies that kids can take home (I'll admit, though, I'm not the craftiest person in the world)

Mary wonders if we could use some of the PRogramming money to buy the summer passes. Shana thinks that comes from elsewhere but we could.

Emma pointed out that we cut our subscription budget. Emma supported Mary's thinking. Emma suggested looking into Shelburne and ECHO center as well.

Stephanie encouraged considering in person programming. We did some in person programming last summer, distanced and with masks. We did that last summer a bit. There was agreement that people will want to get out and so we should lean away from the Virtual Programming.

We get the State Pass and Historic Sites for free.

2021 Museum Passes

I'll be looking into purchasing museum passes again as things start opening up. I'd imagine the big three are VIN, Montshire and Billings, though if I remember right, one of them is pretty pricey (Montshire, maybe?). Are there others I should consider? (FYI: We'll receive State Park and Historic Sites passes soon.)

Shana will look into VINS, Montshire, Billings, Shelburne, ECHO and other local museums.

Public Library Questionnaire (4/14/21)

Current status of the library building

Closed = 2 (1%)

Staff only = 82 (51%)

By Appointment = 31 (19%)

Open = 46 (29%)

Mary asked about grant for municipal projects. Shana knew what Mary was talking about; there has been no more information given yet. There are still questions around whether this will pass. Shana filled out the required "Needs Assessment" Mary wants to make sure we keep our attention on this. Shana thinks the Department of Libraries will be pushing this.

Public Comments

Paula Duprat-Community Member attended to ask two questions:

1. On Saturday April 10, a few community members tended to the garden in the back and are wondering if they can get a load of compost/soil. Would someone, the town, library pay for that? The compost will cost \$40. If Paula gets approval from the Trustees then she would go straight to the town and ask for those funds. Mary Stoddard read from Agreement with Town (Item One) that the town maintains those grounds. Mary wondered if Paula would like the Trustees to do that or if Paula would.

Kit Hood pointed out that the sidewalk in front of the library is unsafe. She thinks someone from the town should take a look and assess the safety of it. Shana noted that chunks are just coming out. It has been patched a couple of times. It is unsafe for our older population. Kit thinks someone from the town should come look at it. Mary will call Margy about both issues--the sidewalk and the compost---to ask her how we should proceed.

Shana also noted that a section of the library fence is broken because of neighbors plowing snow up against it. Paula Duprat noted that in the past she

and her husband have replaced them. They are not that expensive to replace one. But wonders if that is a precedent we want to set?

Mary will contact Margy about all of that.

2. Paula recognizes the following is a controversial subject. The portrait of Dr. Baxter is now hanging in the library. Two of the birds that he did the taxidermy for are in the basement of the library; they are the last two remaining. If the Trustees are willing and interested, Paula would write a little blurb about Edward Baxter with information about his hobby of taxidermy. She would add a case for the birds to go next to Dr. Baxter's portrait. She thinks it would be a decent tribute and a nice way to remember the history of the library. Paula would do this as a donation/contribution to the library. Paula wants the Trustees to think about this and make a decision. She is not expecting/needing an answer tonight. There used to be 10 or 12 birds that have been given away over the years.

Old Business:

- **Review Investments in Permanent Fund**

Mary and Emma agreed to form a sub-committee to further explore our investments.

Margaret Raymond noted that only two Trustees cannot make decisions. All Trustees will need to vote on financial decisions.

Mary noted that in the library's agreement with the town, it states that it is the job of the Trustees to examine and manage the finances. So it is good that we are taking this on and starting to manage these funds.

Emma and Mary have been doing some research. Emma shared information on how nonprofits manage investment funds. Mary also contacted someone who provided information very similar to what Emma found.

Emma made a draft of an Investment Policy to share with the public. It is a Statement of Purpose and notes prudence of investments, objectives of investments,

Emma would like to sell what we have and move 70% into equity and 30% into bonds. Mary and Emma talked about how important it is for this to be legible and understandable for new Trustees coming on. If we do this, any Trustee needs to be able to take this on as opposed to be owned by only two individuals.

We will keep some AT&T funds.

Margaret pointed out that we might not be able to hold International funds.

Margaret will find this out for us.

VanGuard and Schwab were both recommended. Because we are an organization we do not qualify for VanGuard's personal advisor. When you sign

up you get on “Onboarding” and with that you get an Investment Team that will help with investments.

Having a statement will help our Team guide our decisions. Our investment team would still be available in the future to advise Trustees.

Mary did not call Schwab.

Kit suggested we make sure to look at the fees that are being charged each year. Emma and Mary pointed out that VanGuard will not manage funds for us but will simply advise. So maybe we will have to pay for a service to have funds rebalanced each year?

Marian and Stephanie are in support of pursuing this. Stephanie echoed Emma’s concern about this enterprise needing to be manageable for future Trustees.

Mary will also call Schwab to see which company we will want to work with.

Mary and Emma have clear next steps to pursue so that next month we can determine which company we want to work with and where we want to invest our funds.

Margaret suggested the Trustees make an affidavit stating they do not have an affiliation with either company that the Trustees are considering working with.

Mary suggested that another route could be to find someone to manage the funds but that might be hard to find someone that is willing to do that pro bono.

Kit asked a question about liability for bad investments. Mary thinks the Trustees are covered under the town’s insurance.

- Officer Positions for next year - volunteer coordinator and treasure
Postponed this discussion until the next meeting.
- Plant, Book and Bake Sale traditionally held first Saturday in June - volunteers

Eileen Lanza has made another beautiful quilt. She will take care of making posters about the quilt raffle so is wondering information about when/where/how to buy raffle tickets.

Maybe we could team up with the PTO’s soup event on the 29th and sell tickets there?

There was consensus around doing the Plant Sale. Kit and Paula will manage it.

Kit pointed out that we need to get the word out that we need to do something.

Kit is not digging anymore. Emma volunteered to dig. We also need volunteers to get plants.

Marian volunteered to make a poster.

Mary pointed out that we first need to get people to donate plants and bake.

We will schedule the event for June 5, first Saturday in June.

Carole has the list for baking. Shana will put something on website and in listserv about needing people to dig plants.

Shana found someone that will take leftover books from book sales.

We are going to focus less on the books this year and more on plants, baked goods, coffee.

New Business:

- Create information sheets about each of our fundraisers
Postponed until next meeting.
- Green-Up Day possible seed swap and pollinator garden seeds
We are not going to do this this year.
- New Bench - photo op
This is scheduled for Saturday Morning, April 17 at 10am. Stephanie, Marian and Mary can be present.

Next Meeting: Thursday, May 20, 2021 at 6 PM