

DRAFT MEETING MINUTES
Baxter Memorial Library Trustees Meeting
Thursday, May 20, 2021
6:00 PM

AGENDA

In Attendance: Mary Stoddard-Chair, Marian Weatherbee-Trustee, Shana Hickman-Librarian, Stephanie Davis-Secretary, Kit Hood-Trustee, Emma Basham-Trustee

Approve Minutes from April meeting

All Trustees unanimously approved the April Meeting minutes.

Review Financial Reports

The Library's Financials are in good shape!

Review and Sign Warrants

All Trustees present unanimously approved the Total warrant is for \$951.15
Payments to Billings Farm & Museum \$200, Brodart Co \$298.28, EC Fiber \$104.26, Priority Express \$80, Shana Hickman (reimbursements) \$18.61, Shelburne Museum \$100, and VINS \$150.

Librarian's Report

April Stats

Checkouts: 341 (12 last year, 330 in 2019)

ILL Requests Filled for Us: 45 (0 last year, 16 in 2019)

ILL Requests We Filled for Others: 14 (0 last year, 7 in 2019)

Overdrive: 95 (77 last year)

Curbside Pickups: 60 (including ILLs)

Visits: 153 (0 last year, 334 in 2019)

Appointment visits: 39

Open visits: 22

Web stats: 456 views/239 visitors (257/132 last year)

Grants

- **Vermont Community Foundation Grant for Public Libraries**

I never heard back from Mike Tisdale, so Chris and I spent some time setting up the printer to work with the three (director's and two patron) desktop computers. I still need to get it hooked up to the two Chromebooks (which shouldn't be a problem) and also set it up vso that it can email patrons' scanned images to them (rather than only being able to put them on a thumb drive). I'm also having Deb order two high capacity toner cartridges which should come up to somewhere between \$450 and \$500. That still leaves us with approximately \$700. We could conceivably purchase hotspots for patron checkout, but there are subscription and maintenance costs that we'd incur after the grant has been used up.

- A. [Get a Handle on The Cost: devices, service plans and staff training](#) (Christina Vercelletto, *Library Journal*)
- B. [Information related to a monthly bill and data usage](#) (PDF, starting on page 3 and table below)
- C. [Guidelines on cost to replace equipment and overdue fines](#) (Cuyahoga County Public Library, 2018)

If we decide against hotspots, does anyone have any other ideas that would fit with the grant's purpose (loosely, it's improving patron access to computers and the internet, but anything tech-related is probably fine)? Perhaps cheap laptops or tablets that can be loaned out?

The Trustees and Shana agreed to do a test pilot program for the hotspot. Mary will reach out to Keenan to see if families do not have access to the Internet at home.

• ALA Grant

I've attended the orientation and marketing webinars, and the funds have been disbursed to us. I've submitted the announcement to *The Herald* and *The Valley News*, but only *The Herald* published it. I also added it to the website. I've begun choosing the junior nonfiction books that will be purchased with half the grant funds (\$1500), and I've decided to wait until school starts again in the fall to hold the conversation(s) about how the library can better serve homeschoolers. We have until October 31 to host our conversation, and I think we'll get better turnout after summer's over.

Summer Reading Program

This year's theme is Tails and Tales, so it's all about animals this summer. I'm planning to run the program from July 1 through August 12. Instead of minutes spent reading, I've chosen to go with a "ticket" book of reading/writing/other experiences: "Read a book with animal characters," "Read a book with a one-word title," "Write a story about a hippopotamus who loves to dance," "Make an origami frog," etc. At the end of the program, kids can enter their tickets into raffle jars for prizes (I'm still working on the prizes).

Hours Sign

I've gotten several comments on the new sign. People like that it's easy to read, and I've actually heard from a few people that they didn't realize the library was open until they saw it.

Spending Down FY2021 Programming Funds

I'm still not sure what to do about securing a presenter in June. We've got a lot of money to work with, so I was thinking that if we're able to find someone/something that is sufficiently fun, we could make a "Welcome Summer" sort of celebration out of it. If not, I'll sign us up for the Become a Magician course for \$300, ask someone local (Jools? Ina?) to do a program, and spend the rest on an evergreen item that will be helpful for future programming (though I'm not sure what - any ideas?).

The Trustees would like to put a fence up outside the library. Many parents are concerned about Rte 14. We don't know if we have the time to make this happen before the end of June. Emma will reach out to the Selectboard and we will continue pursuing this idea at our next meeting. This doesn't seem like a good idea to rush to spend this money before the end of June. We want to consider options and make the best decision for the library and town.

Given the timing, Shana will focus spending on programming and bringing people back to the library. Shana will plan a "Welcome Back" event with ice cream and music. The event will be in late June. Shana will schedule something for the 29th or 30th.

Vacation

Shana is going to take off the weeks of June 14 and 21.
We will close the library during those two weeks.

Public Comments

None

Old Business:

- **Update on investments in Permanent Fund**

It was recommended to the Trustees that we should put more money into funds. Vanguard was recommended to us.

Kit asked about the fees for Vanguard. Emma's response was that it depends on the holdings. Vanguard will only hold our portfolio for us but will not advise. So we will want to have someone outside help us with the management.

We do not have a long-term advisor yet.

Mary thinks that Vanguard will help us pick specific funds. The funds are self-balancing so we don't have to buy and sell. The funds are managed.

Emma is concerned about rebalancing our stock to bond ratio. A managed portfolio is looked at quarterly.

Next step is that Emma and Mary will set up a meeting with Jim Kearns to see if he will help the library get started.

- **Baxter Bird and Plaque**

Tabled this topic until the June meeting.

- **New Bench**

The library has a new bench! The Trustees considered buying a second bench. Kit suggested the bench be moved to the tree for shade and views. There are no restrictions on moving the bench.

The Trustees decided to move it, as the shade seems like a good idea.

- **Update on repair requests to Town**

Kit went to the Selectboard meeting on Monday May 18 to express concern about the sidewalk up to the library's door. The Selectboard said they would take a look and contact someone to come up with ideas. No decisions were made about moving forward.

The Trustees decided to spend some money on fertilizer for the gardens. Kit would coordinate with Paula.

- **PLANT, BOOK, BAKE SALE - updates, volunteers, advertising**

The individual who took the books two years ago is willing to take them again. We do need to box them up for him.

Sue has secured tables and a tent through other community organizations.

We are going to sell the books by donation because we are just trying to get rid of them.

Shana reached out to Keenan about having elementary school students help with books. She has not heard back yet. Mary will reach out to Keenan.

We will skip the major sorting this year and just go with broad categories. Books will be sorted on June 4.

We are doing pretty well with plants. We do need to continue to get the word out.

Advertising has been part of the listserv.

We have signs for the cost of plants. Paula and Kit will be able to manage that pretty well.

Mary pointed out that we are way above our fundraising goal so we do not need to rely as heavily on this event as we have in the past.

Carole sent out an email to bakers last night. Marian is concerned that the list only included the Trustees. Sue pointed out that in the past the Trustees used to each bake five pies and we ended up with 45ish baked goods.

The Trustees will reach out to the community members that cooked for the Chili Cook-off about baking for the Plant Sale.

We will also sell quilt raffle tickets at the event. Shana does not know where the roll of tickets is. Trustees think they are in the basement.

Sue will contact Eileen about making copies of the poster.

Sue remembered the banner we always hang on the Green. Sue will get it set up.

We will plan to advertise in The Herald. The ad has already run in The Valley News.

Marian had originally suggested a coffee station but we don't have any coffee pots. Mary said the church has them and thinks we could get them for us. We will leave a cup for donations.

We discussed trying to figure out how to differentiate which money comes from what (plants, books, baked goods). Kit suggested using different colored sticky notes.

Mary suggested meeting on the Friday morning at 9:30 before the event to map out where things will go.

Sue reminded us that we need to get cash from Deb. Sue also thinks we need tape.

Kit suggested getting volunteers to help with boxing up the books.

Mary will pick up posterboard to make signs for prices/donations.

We are going to have both doors open and windows wide open and we will allow people into the library. We will move people in single file and have a limit of who can be there.

Sue suggested reaching out to the Boy Scouts to see if they might be able to help out.

- **Trustee officer positions**

Mary will remain Chair for another year. Stephanie will remain in position of Secretary for another year. We need a Treasurer. Mary will ask Emma to do it.

Marian and Kit will be in charge of Volunteers. We need a comprehensive list of volunteers with contact information.

Kit and Marian will also be in charge of writing random thank you notes.

New Business:

- **Reopening plans for library**

From Shana's Librarian Report:

Reopening Considerations

- Open 2-6pm Monday - Thursday
 - Wednesday morning didn't draw anyone who couldn't come in during the afternoon and was pretty much just socialization)
- Masks still required
 - Need to create signage
- Social distancing still required / strongly encouraged
- Hand sanitizer available but not required

- Shana does not want to impose a time limit but will encourage people to move outside to the Gazebo if they want to socialize.
- Still no toys in children's area
- Bathroom open
 - There was a donation of a changing table. Bob Stoddard has volunteered to put it up.
- Book drop open
- No more quarantine for returns
- Current limit of 15 patrons inside per VT Dept. of Health (1 person per 50 sq. ft.)

The Trustees and Shana agreed it was best to open up as soon as possible. Shana will try to open on Monday May 24.

We are going to hold off opening up on Saturdays. The work of getting volunteers, especially during the summer, is just too much right now. Patrons often don't show up on Saturday.

Shana is trying to figure out how she will deal with curbside requests from here on out.

Next Meeting: Thursday, June 17, 2021 at 6pm