

MEETING MINUTES

Baxter Memorial Library Trustees Meeting

Thursday, May 20, 2021 - 6:00 PM

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 so 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 library was open until they saw it.