

**Baxter Memorial Library Trustee Meeting**  
**Meeting Minutes**  
**January 20, 2022**  
**6pm**

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

**Approve Minutes from December, 2021**

Mary Stoddard made a motion to approve the minutes. Emma Basham seconded the motion. The December Meeting Minutes were approved.

**Review and Sign Warrants**

Mary Stoddard made a motion to approve Warrant 1255 for a total of \$1963.74. Kit Hood seconded the motion. All Trustees present unanimously voted to approve Warrant 1255 for \$1963.74 with payments as follows:

Payments to:

Brodart Co \$621.44

EC Fiber \$103.19

The Herald \$42

Deb Jones \$367.33 for Amazon purchase reimb for ALA grant

Kit Hood \$177.82 for Amazon purchase reimb for ALA grant

Marian Weatherbee \$204.06 for Amazon purchase reimb for ALA grant

Mary Stoddard \$212.24 for Amazon purchase reimb for ALA grant

Priority Express \$80

Shana Hickman \$155.61 for Library Supplies, Programs, and for Etsy purchase reimb for ALA grant

**Librarian's Report and grant updates**

**December Stats**

Checkouts: 196 (305 last year)

ILL Requests Filled for Us: 42 (20 last year)

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

Overdrive: 100 (59 last year)

Visits: 174 (114 last year)

Web stats: 365 views/207 visitors (450/250 last year)

Annual Report for Libraries

Just a note to let you know that I've completed and submitted the annual report for libraries.

Here's the Vermont Department of Libraries' description: "The annual report provides a broad statistical summary of a year in the life of a public library, from visitation and programming, to

finances and staffing, to circulation and holdings (both physical and digital). The report is submitted each year by every public library, and is used by our department as well as IMLS to help plan for the future, and to document the significance of libraries throughout the nation.”

### **Labor at the Library**

Stacey and Ruth will continue to be at the library every Tuesday. I've created and posted a new flyer for it, as the one they'd brought just wasn't eye-catching. I'll also be advertising it in the listserv on its own as well as on Facebook, and I've put it on the blackboard sign (in addition to the library hours). It hasn't been terribly well-attended, but I'm hoping that will change with the additional advertising.

### **Annual Appeal**

I've logged 46 donations to our annual appeal totaling \$3135, but I believe \$200 was also donated during the cookie walk. Marian Weatherbee will follow up with Deb Jones to figure out who made these donations so they can be added to the list. I've sent you each an Excel file with the names and addresses of all donors (except for whomever donated the \$200). Stationary and envelopes are at the library, as well as a printout of the spreadsheet.

### **Grant Updates**

#### **ALA Grant**

This is the grant we've been working on, and all funds have to be spent by the end of February. I'm making the final Brodart order over the weekend, and I'll purchase the rest of the decor and soft furnishings over the next few weeks (I've already ordered the bench cushion). I'll have everything spent down by the next meeting so that it can all be approved before the end of next month.

#### **ARSL New England Grant**

This is the \$5000 grant that will allow us to erect a permanent Storywalk from Barking Dog Exhibits. The check finally arrived last month. I was to have a meeting with Meg, the school librarian, today, but she had to reschedule to next week.

#### **ARPA Grant**

The deadline for submission of the grant report and receipts is July 15, 2022. I'll get in touch with Deb about how to best purchase the items. Most all are from Amazon (except for the tables which are from U-Line).

The Trustees briefly discussed how we might use the basement to make a more permanent Maker's Space in the future. Margaret Raymond reminded us of ADA compliant spaces. This will also depend on the space being heated. We will also need to make sure the flooding of the basement is resolved as well.

### **Public Comment**

No Public Comments

**Old Business:**

## Budget Approval

Mary Stoddard made a motion to approve the budget as is. Emma Basham seconded the motion. The budget was approved unanimously.

## Update on Investments

Margaret Raymond is waiting to hear from Emma Basham about the information we need to fill out the application. Emma is trying to figure out which application we need to fill out; Emma has an appointment scheduled to figure out which application to fill. The rotation of the Trustee Board adds a complication to figuring out which application to fill out.

The goal is to figure this out before the end of March.

## Town Report

The Town Report was sent and has been received by Nicole Antal.

Laura DeCapua and Sandy Johnson will be replacing Mary Stoddard and Stephanie Davis as Trustees.

Town Meeting is March 1 by Australian Ballot.

## Clarify Librarian's paid holidays

This decision was made in December. We are adding Indigenous Peoples' Day. These paid holidays will be updated in our Mission Statement and Policies.

**New Business:**

## Library's open hours when to change

This change cannot be made until July when the new budget comes in. The Trustees and Shana will put out a survey to the community in spring to gain a sense of their interest in hours before making any changes.

Shana would like two days in a row off.

## Review of Library's Mission Statement and Policies

The 2018 Mission Statement does not capture what the library has done for the community over the past two years. Our purpose seems to have evolved. We would like to update the Mission Statement and add a section about Diversity (in materials, ideas and opinions)

It seems important to keep a short Mission Statement.

It would be nice to have the Mission Statement be the first thing patrons see on our website and have a sign at the library.

The Trustees liked Fletcher Free Library's Mission Statement and vision. We used theirs as a starting point and adapted it to fit our needs.

Each Trustee will draft their own "Mission Statement" and "Vision Statement" for the next meeting. We will share them next time and craft something that combines our ideas.

We will make a separate "Diversity Statement". Shana likes the idea of the statement speaking to the reader.

Mary will find out what the rules are around borrowing other library's ideas.

#### Policy Updates:

We need to add Indigenous People's Day to "Paid Holidays" for the librarian. Items 2 and 7 under 2.3 Collection Development will be combined. Emma Basham will edit this.

Under Personnel, we need to edit this to say the librarian receives 2-3 paid weeks off.

Shana noted that the ALA is becoming a politicized organization and some libraries are taking any reference to the organization out of the materials.

The Trustees also reviewed the "Library Use Policy".

Shana pointed out that the library does not have a Covid policy. Marian suggested we call it a "Pandemic Policy" rather than "Covid Policy". Shana will find out if we need a policy of this nature. Emma noted the situation is so fluid that anything we put into writing might be outdated; she suggested adding a general statement about the library can choose to close for health/safety reasons. Emma will add this edit in.

We will add this to the policies.

Shana needs access to the "Accident Report" Document. Mary will bring Shana a copy and look for it on the harddrive.

#### Review Town Agreement

The Town Agreement has not been signed since 2016. We reviewed the document tonight.

Mary Stoddard will find out where the Town Agreement is.

All Trustees need to sign both documents.

#### Thank You Notes

Each Trustee will do 10:

Marian, 1-10

Stephanie, 11-20

Emma, 21-30

Mary, 31-40

Kit, 40-end

Trustees will bring notes back to the library and Shana will order stamps.

**Next Meeting: Thursday, February 17, 2022 at 6pm**