

Baxter Memorial Library Trustee Meeting
Draft Meeting Minutes
February 17, 2022
6pm

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

Approve Minutes from January, 2021

Minutes were unanimously approved by all Trustees in attendance.

Review and Sign Warrants

Two Warrants: AP Warrant 1274 \$805. 38 and AP Warrant 1275 for \$47.07 were unanimously approved by all Trustees in attendance.

Review Financials

Financials discussed and reviewed.

Librarian's Report and grant updates

December Stats

Checkouts: 298 (341 last year)

ILL Requests Filled for Us: 31 (47 last year)

ILL Requests We Filled for Others: 19 (11 last year)

Overdrive: 112 (90 last year)

Visits: 198 (103 last year)

Web stats: 275 views/162 visitors (445/257 last year)

Annual Appeal

We had a total of 48 donations to our annual appeal totaling \$3485. Thank-you notes were mailed off February 1st.

Lego Club

Laura Decapua's son is excited to help with a Baxter Memorial Library Lego Club! He's currently working on sorting the bins of Legos into grab and go bags that kids can use to create their masterpieces. He's created a stop and go animation to advertise it and is putting up posters at the elementary school. The club will be online, at least at first. Every two weeks, there will be a new children's book-based theme, and kids can send in photos of their creations. I'll display them on the dedicated page of the website, and every entry will get an entry into a drawing to win a Lego set. (I haven't purchased one, yet, if anyone has a suggestion.)

Summer Reading

The \$300 grant for summer programming just opened for submission yesterday and is due March 14. It's not competitive, so we'll receive the money in time for summer use. Would we like to use Jules again, or someone else - or both? We can also use the money to purchase items for the makerspace or learning kits. The summer reading theme this year is "Oceans of Possibilities." I'll create some ocean-themed raffle tickets, as well as find some fun printouts and whatnots to put in the packets.

Library Director's Cheat Sheet

I've updated the director's username and password cheat sheet that was sorely out of date, but it should be good to go now. I'll start working on the hit-by-a-bus document that will spell out procedures for everything I do. It's a big undertaking, so it will take quite a while to finish, but inch by inch, I'll get there.

Grant Updates

ALA Grant

We've received most of the things we've purchased with this grant, though there are still some books coming, as well as a beanbag, a pillow cover, and a few items from Amazon. I've added the games into the system for checkout, and I've created the themed learning kits but am still waiting for a few items (mostly books) to finish them. This grant ends February 28.

ARSL New England Grant

This is the \$5000 grant that will allow us to erect a permanent Storywalk from Barking Dog Exhibits. I met with Meg, the librarian at Sharon Elementary, and our two choices are basically to have the entire Storywalk on school grounds - which defeats the purpose of the grant (to draw more children from the elementary school to the library) - or to have as many Storywalk posts as we can fit on the library grounds and then one or two additional posts at the school. Meg would put activities based on the current book in the school displays, which would encourage kids to walk over to Baxter and read the Storywalk story at the library (or she may just walk over with a class occasionally).

ARPA Grant

I've been in touch with Deb, but will learn more from her about how we'll spend down this grant once tax season is over. I imagine she'll be purchasing the lion's share with her tax-free Amazon account, but there may be the possibility of obtaining an Amazon business account that will allow for purchase orders. We'll discuss that, as well, before she leaves at the end of March. The deadline for submission of the ARPA grant report and receipts is July 15, 2022.

Kit wonders how feasible it would be to build a pathway between the Sharon Elementary School and Baxter Memorial Library.

Public Comment

Old Business:

Mission Statement and Policies

Trustees made and reviewed the appropriate updates to the Mission Statement and Policies. These documents need to be reviewed every 3 years. Next review will be in January of 2025.

Update on Investments

Emma has met with people at Vanguard but we still do not have the information we need to move forward on this.

Clarify Librarian's paid holidays - review

Town Agreement - SB will review and sign first meeting in March

Emma will follow up with Nicola Shipman to make sure the new Trustees' names are on this document.

Thank you notes - update

Annual appeal thank yous mailed on February 1.

New Business:

Library's open hours when to change - continue discussion

Shana will create a survey to gauge the community's interest on the change in library hours.

New Trustees - contact sheet, meeting schedule, binders

Kit Hood will update the contract sheet.

Mary and Stephanie will bring their binders to the library to be updated.

Next Meeting: Thursday, March 17, 2022 at 6pm