

**Baxter Memorial Library Trustees Meeting Minutes**  
**Thursday, April 21<sup>st</sup>. 2022 6pm**

**Recorder: Marian Weatherbee**

**Attendees:** Emma Basham – Chair  
Sandy Johnston – Treasurer  
Laura DeCapua - Trustee  
Marian Weatherbee – Secretary

**Absent:** Kit Hood – Trustee

**Agenda:**

- Approve Minutes from March 2022
- Review and Sign Warrants
- Review Financials, plan for Deb's imminent leaving
- Librarian's Report and Updates
- Public Comment
- New Business
- Old Business

**Approve Minutes from March 2022**

The minutes were unanimously approved by all Trustees in attendance.

**Review Financial Reports**

The Trustees reviewed the financial report and determined there were no comments.

**Review and Sign Warrants**

A motion was made and the Trustees unanimously approved the following warrants:

**Baxter Memorial Library Warrant 1298 for \$398.95** with payment to:

- Brodart Co. = \$398.95

**AND**

**Baxter Memorial Library Warrant 1307 for \$1,485.07** with payments to:

- William Mares - \$100.00
- EC Fiber - \$102.96
- Deb Jones - \$67.33
- Sherburne Library - \$20.00
- Priority Express - \$100.00
- Shana Hickman - \$111.17
- Uline - \$833.61
- VINS - \$150.00

## Librarian's Report and Grant updates

### ***March 2022 Stats***

**Checkouts:** 360 (229 last year)

**ILL Requests Filled for Us:** 43 (53 last year)

**ILL Requests We Filled for Others:** 14 (3 last year)

**Overdrive:** 111 (85 last year)

**Visits:** 262 (152 last year)

**Web stats:** 363 views/192 visitors

### **Author Talk with Bill Mares**

We ended up with 32 attendees for Bill Mares' author talk. It went very well.

### **Summer Programming**

We still have a good bit of money left in our programming budget (\$450) and we are receiving a \$300 summer programming grant from the Vermont Department of Libraries. I intend to purchase some fun raffle prizes (they were such a huge draw last year), and I would like to have a presenter or two, as well as a party at the end of the summer.

*Discussed end of summer party with two events/presenters. Theme will be Oceans of Possibilities. Shana will purchase puppets. Prize budget will be approx. \$250 leaving \$500 for presenters.*

*Shana will reach out to Jules and Sandy to Ina Anderson.*

### **Magic the Gathering... Gathering**

Russ Patton hosted the first Magic the Gathering event at the library April 21<sup>st</sup>. We decided not to advertise just yet so that he could do a trial run with a group of kids he's worked with before. There were six kids in attendance and two adults.

*We discussed that the event will run every two weeks and once school is out everyweek.*

### **New ARPA Grant**

We just received news that there is an additional \$725.94 ARPA grant set aside for us. The grant can only be spent in specific ways, but the guidelines are the same as the last time. The application is due May 11<sup>th</sup>. We will need to have all purchases decided before I can apply.

Categories:

- One-time collection purchases with focus on Equity, Diversity and Inclusion. Welcoming and multilingual collections (highly recommended).
- Outdoor programming and place making items.
- Indoor furniture for COVID response
- Standalone HVAC augmentation
- Robotics for kids' programming
- Makerspace equipment and content
- Video production equipment
- Computers, communication and other technology products
- Accessibility devices and tools
- Dedicated space for social worker / employment specialist / telemedicine etc.
- Personal Protective Equipment (PPE)
- One-time tech set-up services

*We discussed several options. Shana mentioned 'Diverse Collections', which are being discussed at several Libraries. We have also had an interest in Spanish/English learning books. Decision was made to go with easy readers, early chapter books, and bilingual books.*

## **Library Purchases**

I spoke with Mariah Lawrence from the Tunbridge Library about how they make their purchases; she told me that when she first started she was given a credit card specifically for library purchases. The purchases are approved at trustee meetings, and the bill is paid. After posting to the library staff listserv, it seems almost all libraries in Vermont use this system. There were a couple of libraries, though, who were in the same boat as we are, and they are having trouble spending their ARPA grant money.

*We discussed that Emma will ask Nicola to put this issue on the Selectboard agenda as well as the light issue.*

## **Grant Updates**

We have received the Uline tables, but there was \$121 freight charges we had not factored in. Perhaps we could move this amount to the furniture and equipment line, as we have not spent anything in this category. I have sent Deb the links to the rest of the Amazon purchases. That just leaves the Keva planks, I will have to contact them about our tax exempt status, as well as registering for the educator discount. They should be able to invoice us. The deadline for submission of the grant report and receipts is July 15.

*Shana will check on the new computer which was ordered to make sure this is still the best device for her.*

## **Summer Programming Grant**

We should receive this grant for \$300 within the next few weeks.

## **ARSL New England Grant**

This evening, we can walk around the library and determine just how many Story Walk posts we would like to erect and where they will be places. Then, I can plan the final costs and whether we will need to stick with wooden posts (supplied by us), or whether we can purchase aluminum posts.

*Laura asked if we would use the trails behind the school. Shana mentioned a few posts will be on school property.*

## **Public Comments**

*There were no public comments.*

## **New Business**

### **Plant, Book and Bake Sale**

- We ran through the event checklist.
- Marian will contact the Fire Department for tent loans.
- Marian will send out requests for baked goods to volunteers on our list.
- Shana will advertise on Facebook and the Listserv for donated books and baked goods.
- We will only offer seedlings and indoor plants due to the worm infestation.
- Shana will ask AJ if she would make a flyer with info on the worm to pass around at the event.
- The elementary school also has an event on the same day.
- Book sales will be by donation, as they were last year.
- We will purchase boxes for the baked goods.
- Sandy will pick up the petty cash from Deb.
- Emma will contact Eileen regarding the Quilt raffle.
- Kit will be in charge of organizing the plants.
- We will track the sales of books, plants, baked good and raffle tickets on a spreadsheet.
- Re-purpose the posters from last year. The large banner will be hung in town.
- Call for volunteers on Friday, June 3 to help set up. Set up will be the same as last year.
- Shana will contact the book disposal person after the event.

### **After School Program**

- This program is very successful at the Tunbridge library, with over 30 kids.
- The after school program may be too much for our small library. We discussed the use of Seven Arts and or the church.
- Shana would like to start up the Lego club.
- Emma will talk to Mariah regarding ideas including 'One Planet Program'.

### **Old Business**

#### **Update on Investments:**

- Emma gave an overview of the new investment plan for the benefit of the new Trustees.
- The Trustees signed the Investment Policy Statement and it was decided that the delegated signees on the new investment account at Vanguard would be the Board of Trustee Chair (Emma), as well as the Treasurer from the Town.

### **Heating System**

Marian will reach out to Ryan to inform him that we would like the basement zoned into the system and the work performed when the library is closed.

### **Miscellaneous**

- The basement is full of items that need disposing of. We will organize a community event in the summer.
- Shana will roll out the library survey on Facebook, Listserv and hard copies.
- Shana would like to offer a story hour during the week

### **Friends of the Library group**

A group met to discuss the Friends of Library group; the Trustees enthusiastically support this. The group will consist entirely of volunteers.

We discussed Library opening hours on Saturdays; we will start with opening two Saturdays a month, which will be staffed by volunteers.

**Meeting adjourned at 7:50pm**

**Next Meeting: May 19, 2022 at 6pm in person at the Library.**