

**Baxter Memorial Library Trustees Meeting Minutes
Thursday, July 21, 2022 6pm**

Recorder: Marian Weatherbee

Attendees: Emma Basham – Chair
Sandy Johnston – Treasurer
Laura DeCapua - Trustee
Kit Hood – Trustee
Marian Weatherbee – Secretary
Shana Hickman - Librarian

Members of public present: None

Agenda:

- Approve June 2022 minutes
- Review and Sign Warrants
- Review Financials
- Librarian's Report and Updates
- Public Comment
- New Business
 - Statement and Policy updates
 - Old Home Day
 - Library Director's evaluation and review
- Old Business
 - Saturday hours debrief
 - Summer programming, end of summer party
 - Investments
 - Retirement party for Mary, Stephanie and Carol

Approve Minutes from June 2022

A quorum was present and all Trustees unanimously approved the minutes.

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:

Librarian Salary Increase

A motion was made, and the Trustees unanimously approved, to increase the Librarian Directors hours from 24 to 28 hours weekly as well as the hourly salary rate from \$20.50 to \$22/hour, retroactive to July 3rd. 2022.

Baxter Memorial Library Warrant 1346 for \$5,152.08 with payments to:

- Brodart Co. = \$236.87
- EC Fiber - \$104.45
- Priority Express - \$85.16
- Barking Dog Interpretive Design - \$4,725.60

AP Warrant 1347 1 check for a total of \$68.52 to Shana Hickman

Librarian's Report

June Stats

Checkouts: 349 (287 last year)

ILL Requests Filled for Us: 44 (21 last year)

ILL Requests We Filled for Others: 15 (7 last year)

Overdrive: 153 (102 last year)

Visits: 303 (150 last year)

Web stats: 330 views/171 visitors

Summer Reading Program

At the moment, 27 kids are participating in summer reading, and we're beginning to get quite a few raffle tickets returned.

Magic the Gathering... Gathering

Magic has been a relatively steady draw. Today was slower as the organizer could not attend, but it has been a wonderful summer program.

New Hours

Several people have utilized our earlier hours so far, though only one has visited after 6:00.

Story Time

I was pleasantly surprised to have 6 children (and 4 adults) attend this morning's story time! No one came last week, and 2 children (and 2 adults) attended the week before.

Grant Updates

First ARPA Grant

This should be the last time I include this grant in the updates. I finished the grant report last week. We are still waiting for Mike Tisdale to deliver and set up the director's computer. I will work on trying to get in touch with him next week (though I imagine it may still take some time before he is able to fit us in).

Second ARPA Grant

I'm nearly finished selecting materials. The early chapter books have been ordered, and the easy readers are nearly ready to be ordered. I spoke to a bilingual patron with young bilingual children to get her input on Spanish and bilingual (Spanish-English) books for kids. I should be ready to order those next week. The grant report is due September 30.

ARSL New England Grant

You're approving payment to Barking Dog Exhibits for 20 angle mounted frames for \$4725.60. (Our grant is for \$5000.) We'll need to provide 4x4 posts, concrete, and labor and get them in the ground this summer/fall, as the project completion deadline is December 31. The materials are expected to ship the week of August 8. Should we organize a volunteer day?

Public Comments

There were no public comments.

New Business

- Reviewed documents from last meeting. Emma and Shana will work together to combine the documents and Sandy will copy and make corrections.
- Old Home Day – August 13th. Coincides with the End of Summer Library Party. Parade is at 10am the Library will be open at 12pm staffed by Sandy and Marian. Summer party from 2-4pm. Entertainment includes music and balloon artist as well as snow cone machine, candy apples and soft drinks.
- Dance Improv Workshop – August 10th at 5pm.
- Library Director review will be scheduled in or around October 2022.

Old Business

- Saturday Library opening: The first Saturday went very well.
- Investment update:
Regarding opening the Vanguard account, the trustees need to designate authorized signers and an authorized e-consenter for the account. The trustees designate the board Chair and Treasurer, as well as the Town of Sharon's treasurer as authorized signers, and the board Treasurer as the authorized e-consenter.

Emma will submit these meeting minutes along with the BML Town Agreement, Investment Policy Statement, and original trust documents to Vanguard to complete opening the account.
- Kit will host the volunteer party and reach out to all for the best date,

Meeting adjourned at 7:25pm

Next Meeting: Aug 18, 2022 at 6pm in person at the Library.