

**Baxter Memorial Library Trustees Meeting Minutes**  
**Thursday, September 22nd. 2022 6pm**

**Recorder: Marian Weatherbee**

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

**Absent:** Marian Weatherbee

**Members of public present:** None

**Agenda:**

- Approve August 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 September 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:

**Financials:**

The past month and YTD were discussed, and they appear to be in line with expectations except for the children's book expenses, which should have been paid with grant monies. Shana will look into this issue.

**Baxter Memorial Library AP Warrant 1370 2 checks \$1,064.70**

Brodart \$960.25

EC Fiber \$104.45

**AP Warrant 1372 4 checks \$345.11**

Emerson Gale \$50.00

Priority Express \$106.45

Shana Hickman \$80.66

U.S.P.S \$108

**AP Warrant 1373 1 check \$51.63**

Margaret Raymond \$51.63 (for petty cash)

**Librarian's Report**

**August Stats**

**Checkouts:** 512 (288 last year)

**ILL Requests Filled for Us:** 54 (43 last year)

**ILL Requests We Filled for Others:** 19 (8 last year)

**Overdrive:** 91 (98 last year)

**Visits:** 418 (229 last year)

**Web stats:** 348 views/183 visitors

**Programs:** 14 active programs with 95 participants

**Vermont Reads**

Hailey Neal, the new middle school language arts teacher at TSA contacted me about having Baxter partner with TSA for this year's Vermont Reads program. Assuming her application is approved, we'll have 15 lendable copies of *The Most Costly Journey*, an anthology of comics that depict the oral histories of migrant workers who traveled from southern Mexico and Central America to work on Vermont farms. The collaboration will culminate in a community literacy night with student-led community discussions.

**Magic the Gathering... Gathering**

Attendance has dropped with the beginning of school, and Russ has decided to end this program for the season with the intention of restarting it next summer. However, we have had interest from a family who would like to offer a regular children's chess program, so if that happens, it may take that slot on Thursday afternoons.

**New England Library Association 2022 Conference**

I've received grant funding to attend this conference in Manchester, NH, October 23-25, but the library will either need coverage Monday and Tuesday (10/24 and 10/25) or will need to close those days.

## **Vacation Time**

And speaking of closing the library, I'll need to take at least 75 hours of vacation time before the end of the year so that I don't lose it. (I like to take vacation during the last part of the year, as things are generally pretty slow at that time.) I've planned out options, printed them out, and we can discuss them.

## **Online Catalog Design**

I've finally gotten the catalog and the website to mirror each other, design-wise! Woohoo!

## **Hours Signs**

Bob Stoddard renewed our old hours signs (used before I began three years ago) and installed them this morning. They'll allow me to use the sidewalk sign to advertise programs rather than our hours and contact information.

## **Grant Updates**

### **Second ARPA Grant**

We've received most of the books for this grant, and I'll be submitting the grant report in the next few days. I've rearranged the children's area to create space for the additional easy readers and early chapter books as well as the new collection of bilingual and Spanish language books.

### **ARSL New England Grant**

Out of the twenty total signs, two will be given to Sharon Elementary for tie-in activities, thus linking the library and the school. I've been in touch with Meg Hopkins, the school librarian, who informed me that the school is in the beginning stages of planning an expansion, and they're unsure where the two signs will ultimately be placed. I've agreed to give them the materials for the signs so that they can install them themselves once they're ready.

### **Anonymous Grant**

I'm about half finished with the letter to request this grant/donation. I'm planning to ask for \$5000 for staff hours and supplies. Is that an agreeable amount?

### **Searching for Additional Grants**

I'm in the process of searching for grants that will allow us to refresh our adult nonfiction collection, and I've also found a workshop called Fundraising for Collections Care on 9/28 that may offer additional ideas.

Our Stats this past month look exceptional both for checkouts and visits VT Reads. We will partner with the Middle School at TSA cumulating in community literacy evening led by students.

Shana has obtained a grant to attend The New England Library Assn. 2022 Conference the Trustees approved that she will be paid and that the Library will be closed on 10/24 and 10/25. Shana will publicize this fact.

Vacation time for the Librarian was approved.

Bob Stoddard made and installed new signage for our hours of operation. All Trustees thought it looked great. Emma will write him a thank you note along with one to Paula DuPratt for all her hard work this summer in the gardens.

Books from the ARPA grant have arrived and we are giving the Sharon school 2 Storyboards. We walked the grounds and determined where the Storyboards should be placed.

**Everything Apple Fundraiser:**

We have \$50 petty cash; Laura suggested we offer cider for \$1 a cup. She will provide and oversee this. Kit will buy balloons.

**Librarian's Annual Review:**

Emma will do this and asked for email comments from Trustees.

**Annual Appeal Letter:**

Shana has a draft. We will approve the final letter at our next meeting.

Shana will check with the P.O. about bulk mailing processes and rates.

Emma will contact Deb Jones about obtaining a digital town-wide mailing list.

Shana will look at patrons who live outside the Sharon zip code for inclusion.

Sandy will help set-up a computer label print.

Kit will ask Marian where she got the stamp with our return address, etc. so that we can order 2 more.

Discussion on the 10/28 school halloween party from 6:30-7:30: Emma offered to check with Stephanie as to the particulars. Possible children's book donations if we participate.

**Investments:**

Emma will wait until Deb Jones becomes the Town Treasurer on 11/1/2022 to get our documents signed for Vanguard. We need an updated Investment Policy. Emma shared a draft. Once it is finalized, she will email it to the Trustees.

**Policy Statement Updates:**

Shana passed out the Operating Procedures, Ownership and Governance Policy which was signed by the Trustees.

Our next meeting will be at the Library on 10/20 at 6 pm.

**The meeting was adjourned at 7:10pm.**

Minutes submitted by Kit Hood on behalf of Marian Weatherbee, Secretary