

Baxter Memorial Library Trustees Meeting Minutes
Thursday, October 20, 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 September 2022 minutes
- Review and Sign Warrants
- Review Financials
- Librarian's Report and Updates
- Public Comment

- New Business
 - Appeal Letter
 - FY24 Budget
 - Cookie Walk

- Old Business

Approve Minutes from October 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.

Baxter Memorial Library Warrant #1381 3 checks for \$1,376.42

Auto Graphics \$753.53

Brodart (supplies) \$138.05

Brodart \$484.84

Baxter Memorial AP Warrant 1385 4 checks for \$550.55

EC Fiber \$103.79

James Weatherbee \$313.69

Priority Express \$85.16

Shana Hickman \$47.91

Librarian's Report for 10/20/2022

September Stats

Checkouts: 397 (259 last year)

ILL Requests Filled for Us: 44 (25 last year)

ILL Requests We Filled for Others: 16 (12 last year)

Overdrive: 78 (97 last year)

Visits: 381 (including 59 from apple sale/volunteer day) (229 last year)

Web stats: 253 views/118 visitors

Programs: 11 active programs with 57 participants

Vermont Reads

We've received the 15 copies of *The Most Costly Journey*, and have had several go out already. I'm also adding a copy into the collection.

Patron Assistance

This month, I assisted a patron with her application for a grant through the Vermont Homeowners' Assistance Program to help her pay back property taxes before the town auctioned off her land and home. It was successful, and the grant just came through. She had also never received her IRS stimulus checks or her most recent refund, and I was able to get that straightened out, as well.

Grant Updates

Second ARPA Grant

I've submitted the final report for this grant, so it's now complete.

ARSL New England Grant

I'm still waiting for Meg Hopkins to pick up the signs for the school. Two copies of the first Storywalk story (Oliver Jeffers' *Stuck*) are on their way, as well as the laminating film. It would be helpful to order Storywalk backer sheets, something I didn't realize until now. We can certainly tape the laminated pages to the black

metal backing, but it would be much easier to put the storywalk together inside, rather than outside. It's not a necessity, but would be nice to have at some point. The cost would be \$113.40, but we've exhausted the grant. The grant report is due in February, which gives me plenty of time to get some good photos and feedback from kids.

Anonymous Grant

The request has been sent off, so now we wait.

Courier Grant

Our application was approved for \$571.35 (half of our yearly courier expense).

Annual Appeal Letter

Meet at Library on Nov. 10th to stuff envelopes.

FY24 Budget

Budget was finalized and will be sent to the Select Board.

Cookie Walk

December 10th 10:00am-1pm

Investments:

We will wait until Deb Jones is officially Town Treasurer to move forward with the transfer.

Our next meeting will be at the Library on 11/17 at 6 pm.

The meeting was adjourned at 8pm.