

Baxter Memorial Library Trustees Meeting Minutes

Thursday, February 16th 2022

Recorder: Marian Weatherbee

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

Via Zoom and in person

Absent: Laura DeCapua - Trustee

Members of public present: None

Agenda:

- Approved January 2023 minutes
- Review & sign warrants
- Review Financials
- Librarian's report and updates
- Public comments
- New business
 - New Trustees – contact sheet, meeting schedule, binders.
 - Chili debrief
 - Records of Marian's fundraising resources
- Old business
 - Town Agreement?
 - Thank you notes

Approved Minutes from January 2023

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:

Baxter Memorial Library AP Warrant 1437 5 checks \$595.73 with payments to:

- Brodart Co \$301.04
- EC Fiber \$104.39
- Deb Jones (Petty Cash) \$46.44
- Priority Express \$106.45
- Shana Hickman \$37.41

Librarian's Report for 2/16/2023

January Stats

Checkouts: 287 (298 last year)

ILL Requests Filled for Us: 22 (31 last year)

ILL Requests We Filled for Others: 10 (19 last year)

Overdrive: 75 (112 last year)

Visits: 240 (198 last year)

Web stats: 259 views/172 visitors

Library Credit Card

Just wanted to circle back. Has there been any activity on this idea? Will the selectboard need to approve it?

Pamphlets Relocated

The pamphlets and information that have lived at the checkout desk since before I began have now been moved to the vestibule. Their placement so low to the ground and in sight of other patrons discouraged people from searching for the information they needed before, but they're more accessible and private now.

Vermont Housing Assistance Program

I put in another application for a Sharon resident and was able to secure \$4000 in grant funding for their delinquent property taxes and electricity bill. Ken Wright brought me a \$100 Amazon gift card as a thank you, and I used it to purchase a new paper cutter and outdoor velcro for signage.

Creative Writing Workshop - Wed., Feb. 22 @ 6:00

At the moment, there are 3 people registered; I'm hopeful we'll get a few more.

D-H Screenings

The Dartmouth-Hitchcock Heart and Vascular Center will conduct free blood pressure, cholesterol, and glucose screenings at the library during open hours on March 6.

Grant Updates

ARSL (Storywalk) Grant

I've completed the final report for this grant, and it's officially done. Yay!

Summer Programming Grant

I've just applied for this grant. It will provide \$300 to purchase prizes and pay for a performer for the summer reading program.

Upcoming Capital Grant

The Vermont Department of Libraries has scheduled a "Capital Project Funds & Needs Assessment" webinar on February 28. I've signed up, but the library is open during the webinar, so I may need to watch the recording once it's available. It might be helpful for a trustee to view it, as well.

New Business

- o Marian's term on the Board is coming to an end. She will share all fundraising resources with the Board.
- o Karen Rodis will be nominated for the open position of Trustee on the BML Board.
- o Emma will run for another term on the Board.
- o The Chili fundraiser was a success, we netted close to \$700.
- o Discussed adding additional Board Members, from 5 to 6 or 7. Tabled until next year.
- o Discussed and agreed that masks will remain mandatory when inside the Library until after the winter season.
- o Clean-out and organization of the Library basement on February 25th. Trustees will meet at 10am.
- o Kit will address, with Lucy, the line item i. *Grant Revenue* & ii. *Donations & Fundraising* in the monthly BML financials. Consensus is that the large donation of \$5K should be reflected in the Fundraising/Donation line item rather than Grant Revenue.

Old Business

- o Town Agreement – Emma will revise & update and have all Trustees sign.
- o Thank you notes were sent out to all Appeal Letter Donors.
- o Emma will research the Library credit card topic.
- o Garden Tour for this year is cancelled. Revisit next year.
- o Book, Plant, Bake & Rummage sale scheduled for May 13th.

Next Meeting: Thursday, March 16th. 2022 at 6pm

In person at the library.