

## Minutes

### **Baxter Memorial Library Trustee Meeting**

April 20, 2023, 6pm

This meeting will be held in-person at the library.  
Meetings are open, and the public is welcome to attend.

**Attendees: Kit Hood, Sandy Johnston, Shana Hickman, Karen Rodis, Emma Basham**

### **AGENDA**

#### **1. Approve Minutes from March, 2022**

#### **2. Review and Sign Warrants**

#### **3. Review financials**

- a. To stay on target with our Donations & Fundraising goals we need to make \$1400 for plant, book & bake sale

#### **4. Librarian's Report**

- Stats are slightly down.
- Shana updated the director's job description.
- They're trying to boost Old Home Day participation. Jennifer Donahue asked us to do a booth or float. Emma will message her to ask for more information.
- Poetry reading with Alan Haenel went well. Only 5 people attended.
- Open Mic Night is planned for next Thursday. Only 1 person has signed up so far.
- A couple of donations were made totalling \$150
- Russ requested folding chairs for Magic the Gathering. It starts in May. Ask for donations of chairs– we only need 4. Emma may have some.
- Adult nonfiction has been weeded and reorganized
- Little Free Library. Donation from Paula DuPratt and George Ostler. Karen will ask town office if we can put it near the parking area
- Summer Reading Program - \$300 in funding for local performers. We will reach out to Lucia Gagliardone again (dance). Magic the Gathering and possibly chess will happen. Shana is making great packets.
- The book drop needs repair and a slab. Sandy will check into taking care of the concrete; we can have a work party to repaint.
- We will receive \$500 Winnie Belle grant for childrens nonfiction

- Capital Grants- Needs assessment for VT Dept. of Libraries is complete. Focus on drainage and possible parking lot repair. There is a heritage grant that may cover the windows and blinds.
- CLiFF Rural Library Grant app. Is due May 20. Shana is going to apply; we will get two letters from the elementary school.

## **5. Public Comment**

## **6. New Business:**

### a. Prep for Plant, Book, Bake sale

- Assigned responsibilities from Cheat Sheet
- Baking: Has traditionally been pies, but we can bake anything  
Have a sign up sheet at the library
- Kit will email volunteers and remind them of the date. Kit has offered to be our Volunteer Coordinator.
- Shana will advertise in newsletter, list-servs, blog, social media for baked goods and books and plants
- Order small boxes for cookies- 6"x6" - ask Marian how many we will need
- Karen will order thank you stickers
- Frost Gardens opens May 1. Emma and Sandy will get plants
- Nicole will make coupons for kids to hand out at elementary school (for free book)
- Karen will order blank name tag stickers
- Laura- make lemonade and get paper cups
- Sandy will make posters. Karen, Kitt and Sandy will set up the poster boards on Sat. May 6 at 3pm.
- Laura- call fire dept about tents
- Karen will make a poster, distribute, and leave copies at library
- Kitt will write thank you notes to volunteers

## **7. Old Business:**

Grant updates

**Next Meeting: Thursday, May 18, 2023 at 6pm**