

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
October 15, 2019**

**Present:** Carole Bando, Chair; Sue Sellew, Secretary/Treasurer; Stephanie Gergeley-Davis, Trustee; Paula Duprat, Trustee; Mary Stoddard, Trustee; Jared Jenisch and Shana Hickman, Library Directors.

**Financial Report:** Financial Reports were reviewed and accepted and Warrant was signed.

**Meeting Minutes:** The minutes of September 17, 2019 were accepted without change.

**Librarian's Report:** Below are the October updates that Jared emailed to Trustees. In addition, he has ordered books. He has completed weeding non-fiction and plans to finish weeding fiction before he leaves on November 1<sup>st</sup>. Some books from the entryway will be donated to the Food Shelf. Note: Carole said that Deirdre Ellerson was not interested in teaching bridge classes.

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Jared's updates from the week of 10/09/19:

1. The Cafe was a little quieter this week with only 4 people, but at least 2 other people wanted to come but couldn't. (And Deb Jones says she is hoping to stop in next week.) But it was great to connect with the people who did come--
2. --Including Megan Helm, the director of Seven Stars, who dropped by for cake and coffee. We talked for quite a while and are both interesting in finding a way to collaborate. Somehow games came up and I mentioned possible interest in a cribbage night and/or a bridge night (Emma Basham was here too, yet in Chelsea, and she and her husband, a teacher at TSA, are often looking for people to play bridge with, so she was quite interested in this), and Megan and I wondered about some kind of jointly sponsored game night to be held at Seven Stars because they have a lot of space. If anyone has thoughts about this, let's share them at the trustees meeting. We would have email lists from both organizations to promote it.
3. Mary was telling me about her work at the Food Shelf, and I proposed trying a little popup library there-- setting up a table with a Baxter Library sign and setting out books that people could just take. We could use books that haven't been selling from our book sale corner. There might be some negligible loss of income to the library if those books were ever to have ended up selling, but I think it would be more than made up for by the outreach part of it, getting the library out into the community and to people who might not come here; and even more in getting books that came to us free into the hands of people who might not be able to afford them. Nicole was here and she offered to check the school to see if they might be willing to contribute any children's books donated to them. We would like to try this this coming Thursday. Let me know if you have any thoughts on the matter.
4. I also spoke with April Smith Bean, who is starting up a Montessori elementary school in town, and we talked about the possibility of her bringing the students here to the library occasionally to pick out books that she could check out to her account and then keep at the school, as opposed to kids taking them home. A field trip to the local library.
5. I've finished weeding adult nonfiction. I moved the biographies to the beginning of those shelves and shifted nonfiction to make it all fit. I was then able to shift YA books into the biography area, and shifted J fiction in that direction as well. That whole wall now looks much better and there's space to buy and shelve more books, as well as display them. I'm going to try to start weeding adult fiction as soon as I can get the reports printed out.

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Jared's update from 10/2/19:

1. I've reached out to Russ Patton to see if he would be interested in running a LEGO club here again this year. He has responded that he may be, and will stop by the library sometime this week to talk.
2. I've started a folder in the library's Google Drive to collect photos for possible use on social media, and have started adding pictures (including of two adorable girls in here last week reading to each other, and several from Cafe today). I've also created a parental photo release form for parents to sign so we can use any pictures we take of their children on social media or the website. Stephanie has indicated an interest in possibly assisting with social media, and will create a library Instagram account. This would be amazing! A stronger social media presence with regular updates will give the library greater connection with the community. I've sent her a list of ideas for Facebook and Instagram posts.
3. LearningExpress, the new career and learning resource provided by VTLIB, is now set up with its own page on our website for people to access. I also cleaned up the ListenUpVermont! page on the library's website, adding updated instructions for accessing ebooks and audiobooks via the Libby app rather than the Overdrive app. I'll be receiving promotional materials for LearningExpress by the courier service and I'll put those out when they arrive. I'll also send out an email newsletter about it soon.
4. The website is updated with information for the juggling classes, and we've had two people sign up so far.
5. On Monday evening Nick Charyk held a meeting for the Sharon Democrats at the library. They have apparently met here in the past.
6. This morning 9 adults and 2 kids showed up specifically for the Cafe (full disclosure, two of the adults were Carole and Paula), which was a terrific turnout. People talked, two mothers exchanged email addresses and someone had coffee while working on her computer. Later in the morning another person came with her two children and I pulled the coffee and cake back out, which brought the numbers up to 10 and 4. I took an adorable picture of her daughters eating cake, as well as some of adults gathered earlier, which I can use in next week's email. (Thanks again for the cake, Carole!)
7. Carole and I were talking with Deirdre Ellerson about her possibly teaching a bridge class at the library (she plays very seriously) as well as about interest in a regular cribbage group.
8. The woman in here with two daughters later this morning was Candace Matheson, and we were talking about story times, and she might be interested in volunteering to do a regular story time (and maybe a craft) here from 11:00-11:30 on future Wednesdays, just after the Cafe. She's free next Wednesday but not the following, so we may try to start the Wednesday after that. She's going to be in touch to let me know.
9. Tatyana Ishutkina of the Fermata Arts Foundation was in touch to see if the library would like to display some children's artwork from the Ukraine; she has worked with other local libraries including South Royalton, I think; and I believe we had some of their works at the Howe last spring. I was interested, so she stopped by today with a suitcase full of art, a few of which I will try to get up soon as a little miniature exhibit.

#### **New Business:**

- We discussed the personnel transition, Jared and Shana will work together daily through the end of the month, with the exception of 10/17 when Shana attends a training session.
- New library hours. The following schedule was agreed upon: Monday and Tuesday 2:00 to 6:00; Wednesday 9:00 to 1:00; Thursday 3:00 to 7:00; closed Friday because it is not normally busy; Saturday 10:00 to noon (volunteer coverage).
- We will use the new write-on sign board for hours for now.

**Old Business:**

- Jared and Stephanie will look into options for new computers including those used by TSA, Hanover HS, and check PC World and Consumer Reports.
- We revised the Annual Appeal letter and discussed getting the taxpayer list from Galen Mudgett, the lister. Carole and Mary will meet with Deb Jones and Galen to discuss.
- Driveway drainage: Stephanie's husband is meeting with the Selectboard on Monday 10/21 to discuss the water drainage problem. Sue & Mary will attend the meeting to support the work being completed this fall.

**Upcoming Dates:**

- Monday, October 28<sup>th</sup> appeal letter work party.
- Thursday, October 31<sup>st</sup> Halloween Party and Jared's going away. Trustees contribute candy.
- Thursday, November 14<sup>th</sup> next Trustees meeting

**Agenda for Next Month:**

- Finalize library policies
- Cookie Walk, same date as school holiday fair in December, assign tasks, recruit bakers
- Prepare annual budget
- Meet with Selectboard re: librarian's salary and library expenses