

Board of Trustees Meeting Minutes  
Baxter Memorial Library  
December 17, 2019

**Present:** Shana Hickman, Library Director; Carole Bando, Chair; Paula Duprat, Trustee; Mary Stoddard, Trustee/Acting Secretary

**Absent:** Sue Sellew, Secretary; Stephanie Davis, Trustee

**Meeting Minutes:** November Meeting Minutes will be reviewed and approved at the January meeting.

**Financial Report:**

Trustees present reviewed the financial report. It looks like we have enough to start buying computers now - \$1,275.00 under furniture/equipment line in addition to the monies raised from the Annual Appeal. Shelving for basement was discussed and trustees feel we should go ahead and purchase one with wheels. Annual Appeal fundraising spent \$229.76 so far of the allotted \$250.00. We still need to reimburse Sue for thank you cards and stamps. Warrants were signed.

**Librarian's Report:**

- Statistics: There were 278 visits in November (182 adults, 96 children), a 30% decrease from November of 2018. Nine programs were held with a total of 51 attendants. There were 242 library materials borrowed from BML, 69 from ListenUp Vermont, and 11 through LL. Combined, this is a 5% *increase* from last year.
- Collection Development: 78 items were added to the collection in November and 162 items were discarded. There are still several dozen items left to discard and many more to enter. Shana is perfecting technique to cover books.
- Training: Shana attended both sections of a Collection Development course, an annual reporting workshop, and a presentation on annual giving campaigns.
- Hours: Monday afternoons are relatively well attended with an average of 9.7 people, which is fewer than the 2019 attended hours on Fridays. Wednesday morning average attendance is 11.2 people. The additional hour on Thursday evening is not well attended. Only 1 person has utilized the extended hour since it began. Should we go back to 2-6?
- Mothers Circle: Jess Kimball has requested use of the library from 11AM - 1PM on the second and fourth Sundays starting in January. She will sign the public use agreement form before starting. She also plans to host the group on 12/29.
- Computers: Dartmouth's Jones Media Center might donate two iMac computers to the library. At this point not a certainty.

**New Business:**

In response to the librarian's report, discussion followed about purchase of computers. As we have the finances to purchase chrome books and a new Dell Desktop computer for the librarian, we would like to get going on this. The current Mac desktop could be used to replace one of the existing patron computers. Shana will ask Deb about tech support help from town's tech person to help with recommendations.

Discussion of programing calendar followed. Carol asked trustees to consider a retreat dedicated to this effort.

Trustees decided to leave the current library hours as is for now and continue to work on adding programming such at games night.

Mary and Sue attended Select Board Meeting to present library 2019-2020 budget.

Mary reported that the board responded favorably.

Energy Committee Request for library to house and lend their equipment was discussed. Carol presented that she had researched how Howe Library handles similar situations.

Ryan Haac from town energy was unable to attend this meeting and also unavailable by phone. Carol will call Ryan to discuss her findings.

New Trustees: Two trustees' terms are up in March. We need to find new folks to replace them. Paula volunteered to stay on for one more year. Mary and Carol will see if some folks are interested.

**Old Business:**

Annual Appeal letter, cookie walk improvement suggestions postponed.

Sending thank you notes to volunteers was postponed.

Friends Group - postponed.

**Next Meeting:** Thursday, January 9, 2020 at 6 PM