

Baxter Memorial Library Trustees' Meeting

Thursday, May 21, 2020

6:00 PM

Meeting Minutes

In Attendance: Mary Stoddard- Chair, Emma Basham-Trustee, Stephanie Davis-Trustee, Carole Bando-Trustee, Shana Hickman-Librarian, Marian Weatherbee-Trustee

Approve minutes from April meeting

Minutes approved.

Review Financial Reports and Discuss 2021 Budget

The Board decided that we will purchase the computers since we appealed to the community for the funds for that purchase. We would like Deb to purchase the four computers now and not wait for Chris Tisdale.

We discussed the loss of revenue because we will not be holding our annual Plant and Book Sale. The conversation turned to other ways to make money later this summer and fall when we know more about Covid-19 and what we can/cannot do.

We feel pretty good about our financials at this point.

Review and Sign Warrants: 5/21/2020 Warrant 1031 for \$144.88 in total to reimburse Deb Jones: ½ year post office box - \$46.00; EC Fiber 1 month internet and telephone - \$98.88

The Trustees approve the warrants sent by Deb Jones on 5/20. All Trustees were in favor.

Librarian's Report

LIBRARIAN'S REPORT FOR 5/21/2020

Current Offerings

Overdrive stats: March – 82
 April – 77
 May – 61 (so far)

Resources – The inflow of pandemic-specific resources has slowed down as most things have been ironed out (to one degree or another). I also haven't been posting quite as many children's and adults' resources as I was for the first eight weeks, or so, simply because there's a LOT there, and the statcounter has showed a decrease in the amount of visits to the resource center. (Likely, as people have settled into the routines of being at home all day and homeschooling their children, they're less likely to be looking for new things to fill the time or to help with teaching.) I am still posting local and regional resources as I find them.

Show-Off Show – This circus-themed show & tell has been more successful than I had feared. People seem to like to see what others have been creating during the quarantine, though I am disappointed that we didn't receive submissions from kids (despite my specific requests).

Curbside Pickup – People seem happy to have the option, and it's being used a fair amount. I'm quarantining returned items for 10 or more days based on the study from *The Journal of Hospital Infection*. Before handling books, I thoroughly wash my hands and don a mask. I've also been wiping down material before putting it in a bag with the patron's name and instructions for further disinfecting. There is now a page of the site with curbside instructions.

Survey / RBDigital

I've created a survey that includes questions about digital resources (audiobooks and ebooks) but didn't realize until this morning that the enrollment date for RBDigital was May 15. That said, Susan Whitney was kind enough to allow us to enroll late. If we want to enroll, we'll need to do so by tomorrow morning. The total cost will be \$525 for the year and will come out of the 2021 budget (the invoice will be sent after July 1). Here's what it offers:

- Over 9,800 downloadable audiobooks for adults, children and YA
- Over 775 downloadable eBooks
- A core list of titles that will always be available (no holds or wait lists required)
- A collection of new core titles added quarterly
- Pimsleur language eAUDIO
- Great Courses (Ex. Practicing Mindfulness, Financial Literacy, and The American Civil War)

The survey could be useful in other ways, as it asks questions about curbside, resource curation, research offerings, etc. I've included the draft at the end of this report.

Things to Procure

Gloves should arrive tomorrow

2 or 3 bins for quarantining items (we currently have one large and one small)

Marian will drop off plastic bins.

Masks for patron use should we decide to open

Washable keyboard(s) should we decide to reopen

- Universal Keyboard Cap (\$20 for 3)
- Medical keyboard (\$80+)

Grants

CLiF Revive Your Literacy Program – I just received an update from CLiF:

There are three scenarios to think about for finishing your Revive grants:

1. Convert the funds into books for you to distribute to kids now. I hope everyone who had them used their FirstBook coupons as needed. We can work together on how best to supplement.

2. Move an event to next school year. BUT we need to schedule them now and pay our presenters before June 30 so we keep your programming in this fiscal year. We know there is uncertainty about the fall, but we do need to complete the event before the end of 2020. If possible, I can buy any outstanding materials before the end of June for use in the summer or fall.

3. We are hearing from many partners that virtual author visits are not the right thing for this time, but we have many presenters who are willing to do them. If you think you can manage virtual programming like this, and MOST of your population will attend, we would love to try and fulfill your finale visits this way. I know it is getting kind of late in the year for this I realize.

A few additional points:

- Feedback is mandatory - some of you completed grants. I edited the feedback to reflect COVID-19 so please fill this out. It should not take

long. <https://clif.submittable.com/submit/166792/revive-grant-feedback-2020>

- If I haven't purchased your supplies, I would love to do that. If your original project has not been funded because it was impacted by COVID 19, maybe there is a way I can purchase books or other supplies to help with an emergency program.

- If we can do anything else for you or community, please let me know!

I know there is a lot to manage right now, so I am not pushing for immediate decisions. I am hopeful that in the next few weeks we will have some more direction and can work together to do what will be most meaningful and appropriate in your community.

Summer Performer Grant – All requirements have been sent in and received by VTLIB. Grant money must be spent by October 15 and may be spent on a live virtual performance.

Vermont Humanities and Vermont Arts Council Emergency Relief Grants – I'm currently waiting to see if municipal libraries are eligible for these grants that provide emergency relief due to loss of revenue (plant/book/bake sale and raffle).

Movie Night

Talking with other librarians, it seems that virtual movie nights haven't been big draws unless they're movies with a local focus. Do we have anything like that, or should we focus efforts elsewhere?

We decided to table this idea until fall/winter.

Summer Ideas

How to get summer reading logs to kids:

- Put downloadable reading logs on site and Facebook
- Leave reading logs on back porch
- Put reading logs in with pickup orders
- <https://www.ateachableteacher.com/summer-reading-challenge-list-for-kids/>

Prizes for reading

- Raffles for prizes (pick up in fall)
- Gift cards to local businesses (could just give a list of names to businesses)

Send in a photo of yourself reading / your reading nook / what you're reading

Invite kids to draw on sidewalk with (their own) chalk

Craft kit giveaways (with or without a book)

- Other fun activities kits (word searches, coloring pages, etc.)
Stephanie will reach out to TSA student about summer craft hour.

Virtual Book Clubs – What are you reading now?

Nature walks and nature journals

Art/craft tutorials

Lego challenges

Acts of kindness/community service

Art/writing/video/music submissions

Recipe exchanges

Science projects

Library Happenings

A sixth-grade boy has decided he wants to read accomplish something big during the quarantine and has requested the book *Moby Dick*. "I love the library a lot and I was truly sad to hear that it

will be closed. I was wondering if I could have Moby Dick ordered in. I would love to be able to look back on this time knowing I accomplished something.”

Overdrive and RB Digital

The Trustees agreed to pay for the RBDigital subscription.

Shana will send a survey out to community to see what their needs and interests are during the library's closure.

Shana would like to have specific days that she goes into the library to fill curbside pick up orders. Shana will let the Trustees know what the days are that she will be in the library.

Shana will make a sign to go on the book drop behind the library. Marian will laminate and drop off with the plastic bins.

Old Business:

Spring Fundraiser Event

Due to a lack of interest and support from community members we decided not to hold our fundraiser. It seems too late in the game to have a plant sale and all ideas that are feasible during this time seem energy intense upfront. It was suggested to shelve the plant sale until 2021 to focus our energy on a fall Pie Sale. Another idea is to use the school's pizza oven on a Friday night (or series of Friday nights) to sell slices of pizza or pizzas. Stephanie will email Keenan to get more information about access to the pizza oven. There is concern about our line item of spending for fundraising but maybe we can get donations. We will continue this conversation at the June meeting.

Quilt - tickets and drawing

We will delay the drawing of the quilt raffle until December when we do the annual Cookie Walk.

Chromebooks and shelving

We are asking Deb to go ahead and purchase the four chromebooks.

Long-range planning retreat

New Business:

Outdoor programs

Next Meeting: Thursday, June 18, 2020 at 6:00 PM