

**Baxter Memorial Library Trustees' Meeting**  
**Thursday, July 16, 2020**  
**6:00 PM**

**Meeting Minutes**

**Present: Mary Stoddard-Chair, Carole Bando-Trustee, Stephanie Davis-Secretary, Marian Weatherbee-Trustee, Shana Hickman-Librarian**

**Approve Minutes from June meeting**

June Minutes approved

**Review Financial Reports**

Letter to Town - Librarian's compensation

Mary Stoddard will write this letter but it is not needed until October. We also need to make sure that we update the allotted vacation time for the librarian too.

We realized that we need a Treasurer and do not have one. Carole Bando agreed to be the Treasurer for the 2020-2021 year. When new Trustees are nominated, the position of Treasurer will switch to someone else.

The Trustees discussed the fundraising amount budgeted for 2021 year. We will revisit this number after Carole calls Sue Sellew to get her advice.

**Review and Sign Warrants**

Mary Stoddard made a motion to approve warrants. All Trustees agreed to to approve Warrant 1051 for a total of \$761.59 with payment of \$553.26 to Brodart, 102.54 to EC Fiber, \$80 to Priority Express, and \$25.79 reimbursement to Shana Hickman for a book order paid by her personal credit card.

**Librarian's Report:**

**LIBRARIAN'S REPORT FOR 7/16/2020**

**Current Offerings**

**Overdrive Stats:**      April - 77 (63 last year)  
                                  May - 94 (66 last year)  
                                  June - 80 (52 last year)

**RBdigital Stats**

From what I can tell from the cryptic spreadsheet that displays the monthly reporting stats for

RBdigital, it looks as though we had only 4 checkouts in June - all audiobooks. I'll advertise again soon. With RBdigital, I'll only receive stats once a month (unlike Overdrive, I can't see how many checkouts we've had so far in July). So, I can't tell if it's picked up speed, or not.

### **Curbside Pickup and ILL**

Curbside pickup is quite popular. (Tuesday's curbside total was 18 bags. Usually, it's between 8 and 10 on any given day, but we had new titles this week.) I'm also filling standing orders for a handful of kids (2 junior fiction books/week, 10 picture books/week, etc.). There were 175 checkouts in June (compared with 323 checkouts in June last year.). Interlibrary loans account for several pickups/week, often from people who don't check out other books. The total number of ILLs for June was 20. One note: we're running low on bags.

Trustees will drop off bags.

### **Summer Reading Program**

I've given out a total of 20 packets and have heard some wonderful feedback. We currently have six raffle prizes (there are five lots of books and one of journals and writing prompts which I'll probably add some cool pens to). Does anyone have ideas for any other raffle prizes?

The craft hour with Jillian seems to be going very well. The first week was attended by three families with a total of six kids, and this week had five families with six kids.

### **Grants**

#### **CLiF**

We've received a check for \$250 for the remainder of the CLiF grant (the other \$250 was a gift certificate to FirstBook for children's poetry books). We can use it however we like, though the original intent was for children's poetry. I had an idea about having Staples print and laminate some fun children's poetry that we could velcro to the gazebo, fence posts, etc. around the library. Or, we could purchase a laminator (and laminator pouches) so that we can do this ourselves with, not only poetry, but picture books, too.

The Trustees are in support of purchasing a laminator with the remainder of the money.

### **Summer Performer**

It appears that other libraries have been holding off on summer performers. The Virtual Performance calendar at the Vermont Dept of Libraries website where libraries are supposed to post online performances that have been paid for with summer performer grant money, has only two listed for July. I've decided to ask for recommendations on the LibStaff listserv.

### **Chromebook(s)**

The Chromebook is set up for guest use (it was surprisingly easy). The computer, itself, is very well constructed. It feels almost as nice as an Apple laptop. That said, I'm sure the quality feel is a big part of the reason this model is pricier than others.

The Trustees agreed to purchase another Chromebook at this point.

### **The Issue of Reopening**

Josh Muse, the technology consultant at the Department of Libraries, released a survey of 111 Vermont libraries that provides some insight into how other libraries around the state are managing. Looking at the list, it feels like we're in good company with our current curbside- and virtual-only status. It's updated weekly.

### **Old Business:**

#### **ChromeBooks**

The Trustees voted to purchase another Chromebook. We are hoping to purchase three total per our fundraising letter to the community.

#### **Covid protection supplies**

Shana said the library does not need Covid protection supplies at this time. Shana is picking up a gallon of hand sanitizer and sneeze guard next week in Barre. These were provided for free.

#### **FALL FUNDRAISERS**

We are hoping to hold a pizza event using the Sharon Elementary School's pizza oven. This would be a To Go event only. Stephanie emailed Keenan. We are waiting to hear back from him before we proceed on this event.

Carole suggested a family bike ride and a traveling croquet match as fundraisers. The Trustees will continue to think about these ideas and talk next time.

We could also design and sell t-shirts and give those as raffle prizes for the summer readers.

#### **How to sell quilt raffle tickets**

We will advertise on the Listserv and website and Facebook pages. People can send checks to the library and then Shana will email them their numbers. Mary will contact Deb Jones to see if she has the tickets that

have already been purchased. Shana will look in the basement if Deb cannot find them.

**New Business:**

Opening the Library

The Trustees voted to continue to keep the library closed to the public. We will revisit this at our August meeting. We will continue to offer curbside pick up and Shana will continue to advertise new arrivals.

**Next Meeting:** Thursday, August 20, 2020 at 6 PM