

**Baxter Memorial Library Trustee Meeting
Agenda
September 16, 2021
6pm**

In Attendance: Marian Weatherbee-Trustee, Kit Hood-Trustee, Emma Basham-Trustee, Mary Stoddar-Chair, Stephanie Davis- Secretary, Shana Hickman-Librarian

Approve Minutes from August, 2021

Kit Hood abstained from voting. All other Trustees in attendance voted to approve the August 2021 Meeting Minutes.

Review Financial Reports

Financial Report were reviewed by Trustees in attendance.

Review and Sign Warrants

All Trustees in attendance agreed on and signed the Warrants.

Librarian's Report - update on ARSL grant

Good number of check outs, visits, webviews, ILL requests and overdrive usage. Shana kept track of Museum Pass usage. Some of the passes are only being used by one or two families.

Banned Books display is getting a lot of people talking!

Create a Fairy Tale and Win A Dragon Contest.

Reinstated Short Story Club.

Shana is expecting Book Fulfillment and Supply Chain Issues. She is going to submit early in an effort to get ahead of the issues.

We discussed how to support a family moving to the town that cannot wear masks due to health reasons for their child. We decided that Shana will open the library specifically for this family so that we can keep all patrons safe.

Shana gave us grant updates for ARPA (granting period begins October 1), Courier Grant (been approved), the ALA Grant is in process and ARSL Grant. We are going to let Sharon Elementary School use our space during the school day for assessments.

Public Comment

No public comment

Old Business:

Update on Investments - Emma and Mary

Emma had a great conversation with someone from VanGuard. He asked EMma a lot of questions that she was not yet able to answer. Emma has the necessary applications and has been in touch with Margaret Raymond. We need to figure out how is the Trustee for the Trust.

Mary thinks the town of Sharon holds the Trust. Mary thinks the town has a number that will serve as a Social Security Number.

We are looking at an investment that has the 70/30 split we are looking for. There is a fee to pay to help with managing the accounts.

We are keeping the future Trustees in mind in terms of keeping this simple to manage.

Baxter Bird and Plaque - Kit

Kit wrote a synopsis of Dr Baxter's life to post under the grebe. Shana edited it.

Everything Apple Fundraiser - Marian and Kit

The event will be from 10-2 on Saturday September 24

A number of community members have volunteered to bake.

Trustees will also bake.

Marian will update the sandwich board signs. Mary will get the cash box. Shana will update the chalkboard sign.

Marian bought pie boxes and needs to be reimbursed.

Scarecrow making program - Mary

Date change needed: Saturday Oct. 2 10am - 1 pm or an evening during the week

Stephanie cannot attend an October 1 event or an evening during the week.

Shana will advertise on Facebook and listservs; people need to sign up in advance.

Suzanne Jones and Carol Bando will help with the event.

Emma will supply mulch hay. Mary has burlap and garden stakes.

Participants need to bring their own clothes.

Fence and property map

The Trustees looked at the property map to gain clarity on our property lines. We continued to discuss what a fence could look like and where it would be. We discussed building a fence that will accommodate the snow removal from the

next door neighbor's property. Next steps will be placing stakes to delineate where we want the fence to be. We hope to build the fence in Spring 2022.

New Business:

Fundraising Letter

Compose a draft letter. The trustees will write some ideas to include in the letter and then Shana will draft it after our next meeting.

Addresses plus new homeowners. Shana has the new library card members' addresses.

Mary will check with Galyn about new residents.

Prepared to mail by end of October

Halloween Party and Pumpkin Carving Contest

The library will be open on Sunday for Halloween from 4-6/7 pm. People are invited to carve pumpkins at home and bring them to the library for display and awards.

The PTO is planning a Halloween Event for Saturday October 30.

Next Meeting: Thursday, October 21, 2021 at 6pm