

Baxter Memorial Library Trustee Draft Meeting Minutes

October 21, 2021

6pm

Present: Shana Hickman-Librarian, Mary Stoddard-Chair, Emma Basham-Trustee, Marian Weatherbee-Trustee, Margaret Raymond, Stephanie Davis-Secretary (arrived late)

Approve Minutes from September, 2021

Mary made a few edits and the Minutes were approved.

Review Financial Reports

Financial reports were reviewed and all Trustees Present unanimously voted to increase the librarian's pay.

Review and Sign Warrants

Mary Stoddard, Marian Weatherbee and Emma Rogers unanimously voted to approve:

AP Warrant 1225 for a total of \$716.67

With payments to

Brodart Columbus Division for \$35.99

Brodart Co Williamsport Division for \$463.25

Marian Weatherbee \$23.20 for fundraising supplies

Priority Express \$81.88

Shana Hickman \$112.35 reimbursement for supplies, grant books, zoom dues, ARSL dues

Librarian's Report and grant updates

September Stats

Checkouts: 259 (219 last year)

ILL Requests Filled for Us: 25 (26 last year)

ILL Requests We Filled for Others: 12 (4 last year)

Overdrive: 97 (77 last year)

Visits: 229 (112 last year)

Web stats: 491 views/290 visitors (624/296 last year)

Dinovember

I'll be starting this program on November 1. I'll have dinosaur books displayed, dinosaur activities, and a few fossils on display (borrowed from my son). I'll also be taking photos of toy dinosaurs and the mischief they can get up to when left in the library unsupervised overnight (like in our just-purchased children's book *What the Dinosaurs Did Last Night*). There will also be a contest where kids can stage their own toy dinosaurs (or cut-out drawings of dinosaurs),

take a photo, and send it in. The most creative will win something - possibly a small fossil or a piece of coprolite (dinosaur poop).

Indigenous Peoples Month

In addition to dinosaur book displays, I'll also be displaying our evolving collection of Native American books. Over the past few years, I've been discarding some of the outdated and stereotyped books (though not all, such as the *Little House on the Prairie* series or Tony Hillerman's books) that misrepresent American Indians and adding books that are inclusive and that are written by members of the currently 500+ federally recognized Native Nations in the US.

Book Fulfillment/Supply Chain Issues

We've just received a large order of books (around 40). It's about half of what I've been waiting on. There are even a few titles that were ordered back in July, so it will be good to finally get them onto the shelves next week.

Grant Updates

ARPA

I've signed the grant agreement and sent it in. It will be returned to us with the acting state librarian's signature after the 26th, and funds will be deployed to us the first week of November.

ALA Grant

The conversation part of this grant takes place tomorrow morning. I've been advertising it through word-of-mouth in the homeschooling communities, in the local newspapers, on the listservs, and through Upper Valley Facebook groups. It will take place over Zoom. As of this writing, I've only received two reservations, so we'll see what happens. If it's a dud, I'll work to come up with some things that I think would benefit the homeschooling community, as well as other area children.

Tech Grant

We have \$369.66 left of the tech grant. To use it up, I'd like to purchase the monitor below (\$180) to work with the Mac Mini M1 that was also bought with the grant, as well as another high capacity toner cartridge for the printer (\$200).

Public Comment

Old Business:

Update on Investments - Emma and Mary

Baxter Bird and Plaque - Kit

Everything Apple Fundraiser Debrief - Marian and Kit

Scarecrow making program Debrief - Mary

It was an okay event--- eight families came. Emma pointed out that perhaps it was too close to the Apple Event. We will continue to do the event and hope that it gains popularity/recognition.

Fence and property map - Stephanie

We need to get the property properly surveyed to build a fence between library and the next door neighbor. We are going to table the fence and survey project to see how the drainage project plays out.

Appeal Letter, Address list, new property owners, prepare to mail

The Trustees discussed potential ideas to include in the letter and the overall message that we want to share with the community about the work happening at the library.

We discussed whether to send the letter to all Sharon residents or only the ones that donated last year. Last year we sent it to the entire town and we think we will do that again this year.

Shana will draft the letter. Mary will get a list of mailing addresses and do the bulk mailing when it is time.

We want to get the mailing out by November. We will aim for November 11. All trustees will meet on November 13 to finish this process.

New Business:

Halloween Party and Pumpkin Carving Contest - volunteers & candy needed
This event is happening on October 31 from 4-7:30pm

Job Review procedure and Yearly Salary for librarian

Mary wrote this letter and will share it with Shana. Shana will receive a hard copy on Monday October 25.

Mary will also create a librarian personnel file that will be passed from Chair to Chair.

An annual review needs to happen asap. There is no specific format that needs to be followed. Mary will go over the job description with Shana as a way of providing feedback and as a first step in the Trustees revising the job description.

Clarify librarian's paid holidays

The Trustees looked at the list of paid holidays for the librarian and noted how it compared to the paid holidays for town employees. The librarian does not get Indigenous People's Day off or Veteran's Day off. Shana reports that the library is not busy on those days.

We will revisit this discussion next month or in December when we also revisit and potentially revise the library's mission statement.

At the end of the meeting we briefly discussed the end of Mary and Stephanie's terms. Some names were suggested to fill Stephanie's position. Mary is considering staying on.

Cookie Walk Event in December

We need to start planning this event. A potential date to consider is December 11 from 10-1.

We will need to create the 2022-2023 draft budget in November

Next Meeting: Thursday, November 18, 2021 at 6pm