

Baxter Memorial Library Trustee Meeting
Agenda
November 18, 2021
6pm

In Attendance: Stephanie Davis-Secretary, Mary Stoaddard-Chair, Emma Basham-Treasurer, Kit Hood-Trustee, Marian Weatherbee-Trustee, Shana Hickman-Librarian, Margaret Raymond-Town of Sharon Treasurer

Approve Minutes from October, 2021

The minutes were approved by Emma Basham and seconded by Kit Hood. All Trustees present voted to unanimously approve the minutes.

Review and Sign Warrants

All Five Trustees were presented and voted to unanimously approve **AP Warrant 1232 for a total of \$551.63**, all to Brodart Co for 10 invoices.

AP Warrant 1237 for a total of \$830.79 with payments to

- Deb Jones for \$378.17 reimbursement for Amazon purchase of a 27# monitor and Canon printer toner applicable to the Technology Grant
- EC Fiber for \$207.64 for 2 mos of phone and internet service
- Mary Stoddard for \$147.49 reimbursement for bulk rate mailing with USPS for the fundraising letter
- Priority Express for \$80 for courier service
- Shana Hickman for \$17.49 reimbursement for programming supply

Librarian's Report and Grant Updates

October Stats

Checkouts: 213 (245 last year)

ILL Requests Filled for Us: 27 (45 last year)

ILL Requests We Filled for Others: 17 (10 last year)

Overdrive: 105 (60 last year)

Visits: 225 (152 last year)

Web stats: 414 views/249 visitors (818/523 last year)

Dinovember

Dinovember has been a huge success! So far, I've received entries from 10 children. One grandmother has found that her three grandkids are so interested in dinosaurs, she has to keep coming back for more books and coloring/activity pages. I've seen several parents reading dino

books and putting dino puzzles together with their children. I've also had a young boy who was always very shy with me seem to come alive when we talk about dinosaurs.

Labor at the Library

Stacey and Ruth have been at the library every Tuesday this month, and so far three people have come in for job assistance. It seems like a small number, but if it makes a difference for those individuals, it's more than worth it. If they want to continue using the library beyond November, I'm happy to accommodate them.

Fence

A fence post has split behind the library, and a rail has come loose.

Grant Updates

ARPA Grant

The funds were slightly delayed but should have arrived yesterday. Spending them presents some difficulties, as we have to purchase all the items ourselves and then be reimbursed after a trustee meeting. It would be nice to get all the materials at once, but that doesn't seem feasible. We do have some time to purchase everything since the deadline for submission of the grant report and receipts is July 15, 2022.

The Trustees spent time discussing how to best purchase these items in an economic and efficient way. No decisions were made tonight about how to purchase these items.

ALA Grant

The conversation was much less well attended than I'd hoped. In fact, only one family showed up. The mother was very interested in being able to have access to physical resources such as telescopes and microscopes, math manipulatives, musical instruments, etc. It seems like it's time to open the question up to the community as a whole. If everyone agrees, I can create a survey and advertise it.

Shana shared a draft of the survey with the Trustees. The Trustees support Shana sending this survey to the community.

Tech Grant

The grant has finally been spent down. We received the patron monitor and high capacity toner cartridge this week.

Public Comment

Margaret Raymond asked about a missed meeting date to discuss the investments the library is planning to make. Emma Basham will email Margaret to reschedule the meeting.

Old Business:

All Trustees present voted to unanimously approve an increase in the Librarian's

annual salary.

There was no update on investments at this point. Emma and Margaret will schedule a meeting to gather the necessary information to move forward.

Annual Appeal Letters were sent out the week of November 15th. We mailed 523 and it cost \$147.50.

Mary pointed out that we need to see how much we make each year to see if it is really worth doing all of this mailing.

In 2020, Shana kept track of the checks and gave them to Deb Jones. She will do this again this year.

We will write Thank You Notes in January/February.

We will also post the Appeal Letter on the website and in the Listserv.

Cookie Walk Event (Saturday, December 11 from 10am-1pm)

Shana will make an advertisement to circulate

Mary will make posters

Marian and Kit will reach out to volunteers in addition to Shana asking for volunteers on the ListServ.

Marian will order boxes so that we can pre-package them.

We will have hours on Friday afternoon and Saturday morning for people to drop off cookies.

New Business:

Review Financial Reports and

Develop 2022-2023 Draft Budget and entry for town report

The Trustees talked through our 2023 budget. Minimal changes were made to each item. We would like to figure out how we can increase the librarian's salary and/or higher an assistant some day.

We think an assistant would be needed for only five or six hours a week at \$15/hour.

We decided to table the volunteer hours discussion and refocus on discussion on how to extend the librarian's hours, pay and consideration of an assistant.

Mary pointed out that if we extend the hours then we cannot ask for a significant salary increase also.

We discussed a smaller salary increase in conjunction with having the library open for more hours (10am-6pm, one day per week).

We are asking the town for another increase in our funding.

The Trustees will meet again on November 29 at 7:30 to further review the budget before going before the Selectboard.

Mary Stoddard made a motion to vote on the draft of the proposed budget of \$46,035. Kit Hood seconded the motion. All Trustees voted to unanimously approve the proposed budget.

Defer Until December's Meeting:

Review of Library's Mission Statement and Policies
Update on Bird and plaque
Clarify Librarian's paid holidays

Next Meeting: Thursday, December 16, 2021 at 6pm