

Baxter Memorial Library Trustee Meeting
Draft Meeting Minutes
December 16, 2021

6pm

In Attendance: Stephanie Davis-Secretary, Kit Hood-Trustee, Shana Hickman-Librarian, Mary Stoddard-Chair, Emma Basham-Treasurer
(arrived late)

Approve Minutes from November, 2021

Kit Hood made a motion to approve the minutes.

Stephanie Davis seconded the motion to approve the November Minutes.

Minutes were approved by all present Trustees.

Review and Sign Warrants

Mary Stoddard made a motion to approve the warrants.

Kit Hood seconded the motion.

All Present Trustees present unanimously voted to approve **Warrant 1240 for a total of \$1227.46**

Brodart \$19.32 for supplies

Brodart Co \$225.53 for books

EC Fiber \$103.82 monthly internet & phone

Green Mtn Library \$470.16

Librarians of the Upper Valley \$220

Marian Weatherbee \$77.92 reimbursement for fundraising expenses

Priority Expense \$100

Shana Hickman \$12.71 zoom reimbursement

Librarian's Report and grant updates

November Stats

Checkouts: 360 (278 last year)

ILL Requests Filled for Us: 47 (26 last year)

ILL Requests We Filled for Others: 5 (4 last year)

Overdrive: 92 (43 last year)

Visits: 293 (119 last year)

Web stats: 488 views/200 visitors (375/213 last year)

Dinovember

Dinovember was a great success with entries from 14 children and numerous checkouts of dinosaur books and DVDs. You can still see the entries on the website with the winning entries showcased.

Labor at the Library

Stacey and Ruth will continue to be at the library every Tuesday this month and hopefully into next year. Since the last meeting, several additional people have been able to receive job assistance.

Library Grounds

The fence has gotten worse recently and is now leaning quite a bit in addition to being split. Also, the picnic table should probably be moved into the gazebo for the season before the weather turns.

Shana will contact the town of Sharon about repairs to the fence.

Grant Updates

ARSL New England Grant

The check has yet to arrive but ARSL says it was sent December 3. If it's not here by the end of the month, we can request a new check. This \$5000 grant will allow us to erect a permanent Storywalk from Barking Dog Exhibits. Mary has been in touch with Keenan about placing it (or most of it) on school grounds between the library and Sharon Elementary. Sharing the Storywalk will create a stronger link between the library and the school.

ARPA Grant

The funds have arrived, and the deadline for submission of the grant report and receipts is July 15, 2022. We'll need to divide up the purchasing of all the items.

ALA Grant

I've received 11 responses to the family survey that's posted on the website and included in listserv updates. Here's the breakdown for desired educational resources:

More nonfiction childrens' books: 6

Educational DVDs: 1

Themed learning kits: 8

Educational board games: 3

Equipment: 5

Art/project fairs: 5

STEAM items: 5

More parenting books: 0

A person without children/grandchildren would like a 3D printer and to have Baxter support a robotics team.

Another person without children/grandchildren would like to see us collaborate with other nonprofits.

A person with children/grandchildren aged 0-4 would like a cozy nook for reading.

A person with children/grandchildren aged 0-4 and 5-11 would like children's programming ("Jools, puppet shows, etc.") once it's more feasible.

We have \$1500 left to spend, and we have to decide quickly how it will be allocated. The final report is due by the end of the year, but the funds don't have to be spent down until the end of February. This may need to take precedence over the ARPA spending, since the deadline is sooner.

Since we're already purchasing STEAM items for the makerspace with the ARPA grant, I propose purchasing:

- Additional nonfiction books, some that can be used as part of themed learning kits
- Sturdy bags/backpacks for learning kits
- Math manipulatives, finger puppets, magnifying glasses, games, and other items that can be used in the kits
- A few pieces of equipment for checkout —like microscope,
- Foam floor mats for comfort for reading and to use in the future for programming

The library could also host a project or art fair for children (or for both children and adults) in 2022.

Public Comment

Old Business:

Budget Review and plan for next Select Board Meeting (Jan. 3)

The Trustees discussed our December budget conversation with the Selectboard and a follow up email that Emma Basham had with Mary Gavin.

We brainstormed how to best proceed in moving forward with our proposed budget.

All Trustees present unanimously agreed to return to the January 3rd meeting to present the same budget as we did in our December meeting.

Shana will send a personalized appeal letter to the Byrne Foundation.

Trustees agreed that it is unrealistic to rely on grants and fundraising for the librarian's salary. That is not a sustainable method.

Shana pointed out that the two largest demographics using the library are young children and older people who need the brick and mortar experience rather than more screens or a virtual interface.

Shana will prepare a survey to send to the community to gather their thoughts on what they would like to see in the library in the future.

If we want to expand the library in the future, we will need to rely on our Permanent Fund. Right now we are relying on the dividends from this fund for our operating budget and the librarian's salary so we really cannot tap into our Permanent Funds because we are relying on them to pay to keep the library open.

Update on Investments - Emma

Emma is still trying to get the documents she needs from Margaret Raymond. Margaret is out of the office this week.

Town Report

This is done!

Cookie Walk Event Debrief

All but one box of cookies was sold.

We made about \$700 on the fundraiser; the cookies made \$580 and the quilt sales were \$117.

Clarify Librarian's paid holidays

Mary Stoddard made a motion to add Indigenous Peoples' day to the list of paid holidays that the librarian has off and the library will be closed.

Stephanie Davis seconded the motion.

All Trustees that were present unanimously voted in favor of this motion.

This decision will be added to the Mission Statement and Policies (which will happen at our January Meeting).

Dr. Baxter's plaque

The plaque is not yet up because of concerns around a nail hole in a prominent spot.

Shana has a spot in mind that will make it easy for patrons to read the text.

Shana is acquiring materials to hang the plaque this weekend.