

Baxter Memorial Library Trustees Meeting Minutes

Via ZOOM

Thursday, March 17th 2022 – R E V I S E D

Recorder: Marian Weatherbee

Attendees: Emma Basham – Chair
Kit Hood – Trustee
Laura DeCapua - Trustee
Marian Weatherbee – Secretary

Absent: Sandy Johnston – Trustee

Members of public present: Margaret Raymond, Mary Stoddard

Agenda:

- Vote on new officers
- Approve Minutes from February 2022
- Review and Sign Warrants
- Librarian's Report and Updates
- Public Comment
- Old Business
- Investments
- New Business

Vote on new Officers

The Trustees voted unanimously on the following new Board Officer roles:

- Emma Basham – Chair
- Sandy Johnston – Treasurer
- Marian Weatherbee – Secretary

Approve Minutes from February 2022

The minutes were unanimously approved by all Trustees in attendance.

Review Financial Reports

The Trustees reviewed the financial report and determined there were no comments.

Review and Sign Warrants

A motion was made and the Trustees unanimously approved the **Baxter Memorial Library Warrant 1286** for \$596.13 with payments to:

- Brodart Co. = \$400.95
- EC Fiber. = #103.149
- Priority Express. = \$80.00
- Shana Hickman. = \$11.99

Librarian's Report and Grant updates

February 2022 Stats

Checkouts: 259 (247 last year)

ILL Requests Filled for Us: 66 (84 last year)

ILL Requests We Filled for Others: 38 (16 last year)

Overdrive: 104 (96 last year)

Visits: 202 (117 last year)

Web stats: 415 views/174 visitors (768/427 last year)

Book Updates

I've weeded lots of children's books during the last month, mostly from the picture books and junior fiction areas. I've also separated the early readers from the early chapter books. (Now, I'll have to delve into re-categorizing the chapter books as ECB (early chapter books), rather than ER (early readers), which may take some time but is not crucial, so I'll just work on it in chunks.) Both of these sections have quite a lot of checkouts, and I'll be focusing on building them up going forward. Additionally, I've cleaned out the antique bookcase next to the back door and rearranged the Vermont books inside to showcase some of our more interesting acquisitions.

Lego Club

The Lego Club is up and running. There's a page devoted to it on the website, Laura's son Will has put up a poster at the elementary school, and I've advertised it on the listserv and Facebook. So far, I've had several inquiries, and two people have checked out bags of Legos. No entries yet, but I imagine I'll receive some after the weekend.

Author Talk with Bill Mares

Thanks to Mary Stoddard, Bill Mares, author of *I Could Hardly Keep from Laughing: An Illustrated Collection of Vermont Humor*, will be giving a Zoom talk for us on April 7. The cost is \$100. I've begun advertising and will do lots more before the event. (I'll try to come up with a physical flyer this weekend.) It's also posted on the website.

Magic the Gathering... Gathering

Russ Patton would like to host weekly Magic the Gathering games at the library. Currently, he has several kids playing at his house, but he'd like to move it to the library so that more can participate. In order to facilitate several kids playing at once, I'll be purchasing \$50 worth of cards (which should make several decks) to keep at the library.

Keeping Hope Alive Board

Doug Moore and THUGGS (Thetford United Guys Group) contacted me about erecting a "Keeping Hope Alive" bulletin board at the library. I've attached their letter to the end of this report. The board is set up and ready to go, and I'll begin posting about it in the listserv updates and on Facebook next week.

Overdue Books

I sent out letters to people who had books that were between three months and two years overdue. So far, we've received 54 books back.

Housekeeping Items

1. I don't know if there's a way to separate the vestibule light from the two outdoor sconce lights, but if so, that would be wonderful.
2. There's some cleanup that needs to be done on the grounds after the winter. There's lots of detritus and a large branch that's fallen off of the tree in the front, and both the front and (especially) back have lots of large clumps of earth from snow plows. We've also still got the big planter outside from the Christmas tree.
3. I asked Carole Bando how she went about washing the three multicolored rugs, and she

told me that it was an outdoor process. Now that the weather's beginning to turn warmer, if anyone is up for the challenge, I'd be *extremely* grateful.

ALA Grant

The themed learning kits are *almost* finished. There are a few books that have yet to arrive, and I'm in the process of creating inventory lists for each bag so that patrons can be sure to return everything that was included. Once they're ready, I'll post it far and wide - the website, listserv, Facebook, and The Herald. The children's section is really transforming, and I'll continue to be on the lookout for any whimsical kids' literature-themed decorations.

ARPA Grant

It may be possible for us to obtain an Amazon business account with tax-free status and an Amazon business credit card. The problem, though, is that we'd need an "authorized signer," and we currently don't have a finance manager after April. Otherwise, we'll have to purchase everything ourselves and get reimbursed. That's somewhere around \$250 each (including me). I've sent an inquiry to the library listserv about how other small libraries handle Amazon (and other) purchases, and I'll report back with any ideas/consensus. The deadline for submission of the ARPA grant report and receipts is July 15, 2022.

Summer Programming Grant

I've completed the application for this \$300 grant, and I specified that we'd like to spend the money on both raffle prizes for readers and a performer or two. Ideas for performers?

ARSL New England Grant

This is the \$5000 grant that will allow us to erect a permanent Storywalk from Barking Dog Exhibits. If possible, I'd like to walk around the library with the trustees so that we can make a final decision about how many Storywalk posts we'd like to order and where they can be placed. Then, I can plan out the final costs and whether we'll need to stick with wooden posts (supplied by us) or whether we can purchase aluminum posts.

Keeping Hope Alive

At our recent meeting the Thetford United Guys Group (THUGG), an elderly men's group meeting in Thetford, we discussed the question, "What gives you hope?" Our discussion included individual acts of courage and compassion by adults and children. We cited well-known people like Rosa Parks who refused to sit at the back of the bus, as well as lesser-known people, such as the boy who raised a million dollars on-line to feed hungry children, and a former Syrian refugee now settled in Germany who is traveling to Ukraine regularly to bring humanitarian supplies and transport refugees back to Germany. We shared individual acts and words from friends and neighbors that lift us up and make us feel hopeful. These individual actions create a feeling of unity through a shared sense of community and humanity.

We also asked each other, "Why then do we so often feel hopeless?" Currently, we are living in a difficult; the effects of 2 years of COVID resulting in and social restrictions in the US; the deadly war in Ukraine; dire predictions of climate change, and wider political divisions. None of these stories promote or encourage hope.

We decided we should practice and record our individual moments of hope so they are not lost in the endless headlines of division and hopelessness. To this end, we hope to find a community site where all members of the community can post daily individual acts of hope, acts of generosity, compassion, or courage, by member of the community. We see this as an attempt to recognize shared moments of hopeful acts and words that promote our community, our common humanity. We believe that simply taking the time to read these posts might change our mood and remind us of our shared values that can build our hope together.

We are hopeful that the Baxter Memorial Library will be able to provide a place where anyone can post a brief description of another's act that gave them hope. The bulletin board could be entitled, "Keeping Hope Alive."

Doug Moore - Sharon
Ray Chin - Thetford
Gene Kadish - Thetford
Greg Kasten - Thetford
Dan Shepard - Norwich
Bill Thompson – Strafford

Public Comments

- Mary Stoddard thanked the new members of the Board and offered to help anytime.
- Mary mentioned that there was a possible donor, who would be interested in contributing funds to an expansion of the library.
- AARPA funds could be used for library expansion.
- A capital campaign will likely need to be setup.
- Discussion about purchasing the land behind the library.
- Create a group, separate from the Trustees, for ideas on library expansion – Emma will send out an invite to people who have shown an interest and a meeting will be set up to discuss ideas. After which we will reach out to the community.

Old Business

- Kit has updated & sent out the contract sheet.
- Binders have been updated and distributed to the new Board members.
- Trustees to sign the Town Agreement & Mission Statement before the next meeting.

Update on Investments:

- Emma has enough info to open a Vanguard investment account.
- We do not have the physical stocks but Vanguard will coordinate with the banks to transfer/sell & re-invest the assets.
- It may be possible to open an organizational rather than a trust account.
- As trustees, we will be able to access the accounts.
- Question arose about when the Board of Trustees changes, how does this impact the original signees?
- The fund will automatically re-distribute our allocations, in alignment with how the allocations are set up initially.
- There is a small fee of 0.28%. An addendum will be added to the proposal to show the fee.

A motion to open a Vanguard account was made and was passed unanimously by the Trustees.

- After the Trustees sign the policy statement the transfer will take place.

New Business

We will plan a party for Mary, Carol & Stephanie to take place when the weather gets better.

Next Meeting: April 21 2022 at 6pm in person at the Library.