

**Baxter Memorial Library Trustees Meeting Minutes**  
**Thursday, June 22nd. 2022 6pm**

**Recorder: Marian Weatherbee**

**Attendees:** Emma Basham – Chair  
Sandy Johnston – Treasurer  
Laura DeCapua - Trustee  
Marian Weatherbee – Secretary  
Shana Hickman - Librarian

**Absent:** Kit Hood – Trustee

**Members of public present:** None

**Agenda:**

- Approve May 2022 minutes
- Review and Sign Warrants
- Review Financials
- Librarian's Report and Updates
- Public Comment
- New Business
- Old Business

**Approve Minutes from April 2022**

A quorum was present and all Trustees unanimously approved the minutes.

**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 following warrants:

**Baxter Memorial Library Warrant 1325 for \$5,738.29 with payments to:**

- Brodart Co. = \$151.77
- EC Fiber - \$102.96
- Deb Jones - \$9676
- Priority Express - \$106.45
- Business Tech - \$992.99
- Town of Sharon - \$41,287.36

**AP Warrant 1336 1 check for a total of \$242 to Shana Hickman**

## Librarian's Report and Grant updates

### May Stats

**Checkouts:** 309 (226 last year)

**ILL Requests Filled for Us:** 39 (34 last year)

**ILL Requests We Filled for Others:** 14 (8 last year)

**Overdrive:** 81 (98 last year)

**Visits:** 264 (149 last year)

**Web stats:** 384 views/228 visitors

### Summer Reading Program

So far, I've given out 18 summer reading packets. The prizes are arriving, and I'll have them set up by next week. Jools will perform Saturday at 3:00. Is there anything I need to start purchasing for the end-of-summer-reading party on August 13?

### Magic the Gathering... Gathering

So far, this has been a wonderful program. Today, even though a few regulars weren't able to attend, we had 8 kids and three adults participating.

### New Hours

Without Saturday hours, and as long as all the trustees agree, the new schedule (starting July 1) will look like this:

Monday – Wednesday 2-6

Thursday 11-7

Storytime Thursday 10:30-11:00

(20 open hours + .5 storytime hours)

I haven't begun advertising yet since I wasn't sure whether Saturday hours were starting at the same time. I'll begin advertising after tonight's meeting. Also, once the hours are set, I'd like to replace the chalkboard sign with the hours signs that we used before and use the signboard for programs/announcements. The chalkboard sign can't be erased fully and takes quite a long time to change.

### Donation of Patron Computers

Jones Media Center at the Dartmouth Library is once again planning to donate two 27" iMacs to us. It will take some time to get through the paperwork, but they will likely be ready within the next few months.

### Policies

Searching through emails, Google Drive and a binder I was given when I started, I've discovered old policies that haven't been updated in some time, including operating procedures, patron behavior, collection development, emergency closing procedures, building use, etc. I've included printouts for each of you to look through.

### Grant Updates

#### **First ARPA Grant**

The makerspace is nearly ready. You can view it tonight, and if you have any ideas, I'm all ears.

Comments: *The Makerspace is complete and looks great. Emma will donate a motion sensor light.*

The monitor for the director's computer has arrived, and you're approving the PC purchase in tonight's warrants. Mike persuaded me to purchase a different model than I had originally planned, and it does cost more; however, it looks like it's going to last us quite a long time. The computer, itself, will cost \$250 above our grant, and then we'll still have to pay for the migration, which will likely cost around \$200. The deadline for submission of the grant report and receipts is July 15, so I'll be working on that over the next few weeks.

### **Second ARPA Grant**

I'm in the process of selecting materials (easy readers, early chapter books, and bilingual books). The grant report is due September 30.

### **ARSL New England Grant**

I've included Barking Dog's estimate for 20 angle mounted frames for \$4725.60. (Our grant is for \$5000.)

Comments: *Shana will advertise and ask for donations for the posts, concrete & labor.*

We'll need to provide 4x4 posts, concrete, and labor. If this looks good, I'll request an invoice from Barking Dog Exhibits. We'll need to get them in the ground this summer/fall, as the project completion deadline is December 31.

### **Public Comments**

*There were no public comments.*

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### **New Business**

- Debrief plant sale, update cheat sheet.  
*The school book tickets handed out to students at the elementary school were a big hit! Discussed possible pay pal button for purchases and donations. Will research further.*
- Summer Reading Party:  
*Will check out rentals for snow cone machine at Welch's.*
- Volunteers for staffing the Library Saturday hours.
- Update By-Laws & Policies: *Allocated review to Trustees and will discuss at July meeting.*
- Emma to contact Select Board regarding lights.

### **Old Business**

- Summer Programming, end of summer party: *August 13<sup>th</sup> 2-4pm. We discussed bubble machine, music, candy-floss machine and other activities. Emma will look into a dance display possibility.*
- Investments – *Ongoing discussion. Emma to finalize.*
- BML credit card – *Further research.*
- Retirement party for past trustee members.
- Old Home Day: *Discussed several possibilities and events.*

**Meeting adjourned at 8:00pm**

**Next Meeting: July 21, 2022 at 6pm in person at the Library.**