

**Baxter Memorial Library Trustees Meeting Minutes**  
**Thursday, August 18<sup>th</sup>. 2022 6pm**

**Recorder: Marian Weatherbee**

**Attendees:** Emma Basham – Chair  
Sandy Johnston – Treasurer  
Kit Hood – Trustee  
Marian Weatherbee – Secretary  
Shana Hickman – Librarian

**Absent:** Laura DeCapua - Trustee

**Members of public present:** None

**Agenda:**

- Approve July 2022 minutes
- Review and Sign Warrants
- Review Financials
- Librarian's Report and Updates
- Public Comment
- New Business
  - Reprint Policy updates
  - Volunteer day: September 24<sup>th</sup>. For the Story Walk post installation & Bake Sale
- Old Business
  - Investments: Transfer in progress

**Approve Minutes from July 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 1357 for \$749.13 with payments to:**

- Brodart Co. - \$284.69
- EC Fiber - \$104.45
- Marian Weatherbee - \$150.34
- Priority Express - \$85.16
- Shana Hickman - \$124.49

## **Librarian's Report for 8/18/2022**

### **July Stats**

**Checkouts:** 411 (415 last year)

**ILL Requests Filled for Us:** 48 (51 last year)

**ILL Requests We Filled for Others:** 9 (12 last year)

**Overdrive:** 84 (81 last year)

**Visits:** 318 (298 last year)

**Web stats:** 288 views/132 visitors

**Programs:** 14 active programs with 94 participants (not including summer reading as a whole)

### **Summer Reading Program**

A grand total of 42 kids participated – the most since I began! Because three of the prizes were won by a single child this year, next year I'll try something different. I'm still deciding how to structure it, since it will change the way kids prioritize their entries, but I'm sure I can come up with something equitable and not too complicated.

### **Magic the Gathering... Gathering**

This program is still going strong – thirteen kids participated today including two who have never been to the library before. Russ would like to continue running it after school begins but will shift the time a bit (3:15-4:30pm).

### **Story Time**

We haven't had any participation in this program for a few weeks, but I'm fairly certain it's because of the heat pump work trucks in the parking lot. The library just doesn't look *open* with 2 or more work trucks parked haphazardly outside. I'm not worried about it, and I'm happy to offer it whether we have 1 child or 10 – or the occasional zero. I think it's a wonderful resource.

### **Underwater Dance Workshop**

This drew only 3 kids, but it was absolutely wonderful, and I'd happily schedule Lucia again! Her energy and enthusiasm were contagious, and all the kids seemed to have a great time.

### **End-of-Summer-Reading Party**

I counted 13 kids and 19 adults in attendance, so all in all a fantastic program! I think holding it on Old Home Day was just perfect, as it attracted a few families who weren't regular library users.

### **Basement**

With the installation of the heat pump, the basement has changed quite a bit. Once the installers have fully finished, we'll need to do a big clean out and relocate the shelving to a different wall.

### **New England Library Association 2022 Conference Possibility**

Because we received an ALA Libraries Transforming Communities grant, I may be able to secure funding from the Vermont Department of Libraries to attend the 2022 New England Library Association Annual Conference. It's not a sure thing, though, and I'm betting my name would be at the bottom of the pile because I was unable to attend the regional hub meetings due to timing conflicts (they were during open hours). The conference is October 23-25 in Manchester, New Hampshire. Funding will cover conference registration, travel (mileage), lodging, and meals. If I apply, it's not certain I'll receive funding, but I figure I might as well try, as long as the

trustees agree. Since it runs from Sunday to Tuesday, If I receive funding, I'll either need to have coverage during Monday's and Tuesday's open hours or close the library for those days.

### **Online Catalog Design**

Our ILS has never been personalized in any way, and I've started to address that. VERSO's UX design isn't intuitive at all, so it's an uphill battle (I'm having to pore over tutorials and webinars). I've replaced the strange carousels that appeared at the bottom (I still have no idea why they were so oddly populated) and I've added in a few relevant graphics, but hopefully I can make it reflect some of the design elements in our website so that they look connected.

### **Grant Updates**

#### **Second ARPA Grant**

I completed ordering the easy readers, early chapter books, and bilingual books for this grant a few weeks ago, and I've been surprised at how smoothly it's going. Often, Brodart has to cancel orders of not-so-new books, but so far, so good! The grant report is due at the end of next month, and hopefully all the invoices will be in - and paid - by then. Fingers crossed!

#### **ARSL New England Grant**

FedEx plans to drop off the StoryWalk crate on Monday, and I'm unsure where we should have them put it since the volunteer day is still a month away. The box is 44" L X 38" W X 35" H and weighs 380 lbs, and I imagine the truck will have to be able to back up to wherever they leave it...? Perhaps we could keep it outside next to the library covered with a tarp? Otherwise, it might need to live in the gazebo for a while.

#### **More Grants**

Now that summer's over, I'll spend the next few months focusing on new grants. I'll craft a letter to our anonymous donor, and I'll start searching for grants that will allow us to bulk up our adult nonfiction book collection.

### **Public Comments**

*There were no public comments.*

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**Meeting adjourned at 7:30pm**

**Next Meeting: September 22, 2022 at 6pm in person at the Library.**