

## Baxter Memorial Library Trustees Meeting Minutes

Thursday, November 17, 2022  
Recorder: Marian Weatherbee

Attendees: Kit Hood – Trustee  
Sandy Johnston – Treasurer  
Marian Weatherbee – Secretary  
Shana Hickman - Librarian

Absent: Emma Basham – Chair  
Laura DeCapua – Trustee

Members of public present: None

### Agenda:

- Approved October 2022 minutes
- Review & sign warrants
- Review Financials
- Librarian's report and updates
- Public comments
- New business
- Old business

### Approved Minutes from October 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 1400 for \$316.50 with payments to:

- Brodart - \$156.32
- Priority Express - \$65.75
- Shana Hickman - \$94.43

## Librarian's Report and Grant updates

### October Stats

**Checkouts:** 332 (213 last year)

**ILL Requests Filled for Us:** 40 (27 last year)

**ILL Requests We Filled for Others:** 5 (17 last year)

**Overdrive:** 91 (105 last year)

**Visits:** 201 (225 last year)

**Web stats:** 269 views/152 visitors

**Programs:** 5 programs with 24 participants

### Dinovember

The response hasn't been as robust as last year, possibly because I don't have fossil cards to hand out with every entry, but the kids are still really into it, and I've received a few photos.

### Storywalk

Our first Storywalk is finally complete! I chose *How Do Dinosaurs Say Goodnight?* in honor of Dinovember and left the blue film on the acrylic sheets behind the pages to add some color. I've written to Genesis Printing, the company that manufactures the colored backing sheets, but they have yet to send an invoice.

### Adult Nonfiction

I've been looking for ways to add to our adult nonfiction collection and was overjoyed when a librarian who also works at The Norwich Bookstore contacted area libraries about an opportunity to pick through their slightly damaged books (small tears in the dust jackets, crushed corners, etc.) and add them to our collections. It was rescheduled several times, and when the day to view the books finally arrived, it was just me and one other librarian. So, I filled several boxes. In all, we ended up with 77 new books, most of them adult nonfiction.

I've also located a grant from Penguin Random House that fits the bill perfectly. It's an "in-kind grant donation of \$1,000 in equivalent value to support a circulating collection in your library." Basically, they'd award us \$1000 worth of Penguin Random House adult nonfiction books. Applications will open November 28, and we should hear something by the end of January.

### NELA Conference

This was the first library conference I've attended in person, and there were quite a few interesting sessions. Two of them, in particular, gave me lots of food for thought. These focused on library marketing and book challenges. I'll begin implementing some of the ideas from the marketing session, but the book challenges session made me reconsider our policies a bit. We have a collection development policy, but not one that covers programs or displays. Our Reconsideration form should also include both of these things (or we could create separate ones). I'll begin working on this.

Additionally, I was also *so* grateful to be able to speak with Ted Koppel from Verso. He spent a good deal of time answering my questions and set me straight about a few things.

### New Business

Grant money and children's books were discussed.

### Old Business

- Annual appeal mailing.  
Letters were printed and trustees put them in envelopes during meeting.  
Emma will mail these on Friday, Nov 25<sup>th</sup>.
- Cookie bake sale. Determined that this will be held on Dec. 10<sup>th</sup> from 10am-1pm  
Marian will reach out to volunteer and order the cookie boxes.  
Shana will advertise and ask for volunteers.  
Quilt raffle will take place after the sale.
- Librarian director's evaluation and review conducted by Emma Basham.

Next Meeting: Thursday, Dec 15<sup>th</sup> 2022 at 6pm  
In person at the library.