

## Baxter Memorial Library Trustees Meeting Minutes

Thursday, January, 19<sup>th</sup> 2022  
Recorder: Marian Weatherbee

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

Via Zoom and in person

Absent:        Laura DeCapua - Trustee

Members of public present: None

### Agenda:

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

### Approved Minutes from December 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:

### **AP Warrant 1426 for 5 checks totaling: \$450.91**

- Brodart Co.: \$93.99
- The Herald: \$42.00
- Librarians of the Upper Valley: \$220.00
- Priority Express \$63.87
- Shana Hickman \$31.05

## Librarian's Report for 1/19/2023

### December Stats

**Checkouts:** 260 (188 last year)

**ILL Requests Filled for Us:** 25 (42 last year)

**ILL Requests We Filled for Others:** 11 (8 last year)

**Overdrive:** 92 (100 last year)

**Visits:** 183 (174 last year)

**Web stats:** 271 views/177 visitors

### Certificate of Public Librarianship

I've finally completed all 150 credits for my Vermont Certificate of Public Librarianship. The certificates are being handed out midday on Monday, April 3rd in Burlington.

### Planned February Programs

- Writing workshop for adults: February 22th at 6:00 (This will be a workshop based loosely on my own book *Writing Through the Fog.*)
- Valentine's Day crafts left out on table

### Upcoming Capital Grant Funding Opportunity

The Vermont Department of Libraries is about to receive \$10M for Public Facilities Preservation Initiative Grants to provide resources to address repair and mitigation needs in small, rural libraries that also serve as community meeting spaces and public facilities, with a focus on economically depressed areas.

They anticipate opening the application period in January/February 2023, and grant awards will be made by spring 2023 so that projects can begin by summer 2023. Building projects must be completed by December 31, 2026.

Does anyone have ideas? Two of mine are electrical: divorcing the outside lighting from the vestibule lights and adding a fifth hanging lighting fixture (looking for nonfiction books - especially kids' - is difficult because of the lack of lighting). The front pillars are also in need of paint. The windows are old, but during an energy assessment several years ago, we were told that replacing them would cost a good deal and might not end up paying for itself. However, if there's funding available, it might be worth considering.

## Annual Appeal

We've received a total of \$2620 from 29 people. That's about 75% of last year's total (\$3485).

## New Business

Upcoming events:

- Feb. 10<sup>th</sup> – Chili & Cornbread sale
- May 13<sup>th</sup> – Plant, Book, Bake & rummage Sale
- June 10<sup>th</sup> – Garden Tour

Trustee term ending:

- Marian's term is ending.
- Emma would like to remain on the board to finalize the transfer of the investments.
- Several volunteers have commented they would like to be on the board, Emma will follow up.

## Old Business

Discussed additional fundraising ideas.

Next Meeting: Thursday, Feb. 16<sup>th</sup> 2022 at 6pm  
In person at the library.