

Baxter Memorial Library Trustee Meeting Minutes

Sept 28, 2023, 6pm

In attendance: Shana Hickman, Emma Basham, Laura DeCapua, Karen Rodis

1. Approved Minutes from Aug 2023

2. Reviewed and Signed Warrants:

Emma made a motion to approve the following warrants which were passed with 3 votes (no nays or abstentions): to Brodart for book (\$134.93), to Deb Jones for postage (petty cash \$50.11), to EC Fiber (\$103.84), to Emerson Gale for summer reading performance (\$75), to Priority Express for ILL (\$113.30), to Shana Hickman for library supplies (\$83.56), and to USPS for PO box rental (\$118.00)

3. Reviewed financials:

- a. We will invite Deb to our next meeting to get more clarity on our budget reports.
- b. It appears there might be an error in this month's report. We will inquire with Lucy.

4. Librarian's Report:

- a. "Library of Things": Sharon Conservation Commission donated their Pullerbear that eliminates invasive weeds. Shana created a new page on the website for The Library of Things, listing the pullerbear along with the telescope, puzzles/games, the FLIR camera, and more. Shana will promote the Library of Things on social media and list servs and ask the community what they'd like the library to add to the collection. We will compile a list of requested items, review them, and then invite community members to sponsor the cost for individual purchases (donors' names will be listed along with each item if desired).
- b. The annual stats are up. For example we have had 657 checkouts and 531 visits—exceeds last year's numbers.
- c. We had a visit from our state librarian Cathy Delneo and she had high praise for our space.
- d. Shana is sending out surveys to the community to learn more about what kinds of programs people would like.
- e. Some children have volunteered to run Magic the Gathering during the school year.
- f. We received the courier grant that will pay for half the cost of one year's service.
- g. Librarian vacation: last two weeks in December and the second of January.

5. Public Comment

None

6. New Business:

- a. Everything Apple Fundraiser: the date has been moved to October 21. 10am-1pm. Kit, Emma, Sandy and Karen are available. We will sell apple pies, cakes, muffins, cookies baked by trustees and volunteers. Shana will update the poster we used last year, Karen will print out copies. Karen will create a children's craft and send supply list along to the other trustees. We'll add another table inside the library for craft. Shana will promote on social media and listservs. Laura will email Marian Weatherbee for an expanded volunteer list, then reach out to ask for baked goods. Emma will ask Sandy to make the sandwich board signs and ask Deb to bring the petty cash to the next board meeting.
- b. Sharon Elementary School pumpkin walk on October 27: Laura and Emma will set up and decorate a table with children's books to give away.
- c. Initial budget prep FY24-25: prior to next meeting, everyone will look at the budget and think about anticipated needs and/or changes for next year.
- d. Emma moved to approve librarian's raise to \$23/hour effective Oct. 16, 2023. Laura seconded that. Motion carried.
- e. End-of-year fundraising: Shana and Karen will look into online donations. We discussed a possible Giving Tuesday campaign.
- f. Our backdoor book return box is rusting out and Shana anticipates it will worsen over the winter. Emma will ask a carpenter to check it out.

Meeting adjourned at 7pm

Next Meeting: Thursday, Oct 19, 2023 at 6pm