

Baxter Memorial Library Trustee Meeting Minutes

Oct 23, 2023, 6pm

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

1. Approved Minutes from Sept 2023

2. Reviewed and Signed Warrants

3. Reviewed Financials

4. Librarian's Report:

- a. Stats are a bit down, but our checkouts are still up. Overdrive digital book use is WAY up
- b. Community engagement: Cookbook Club, Chatty Crafters, and Magic the Gathering
- c. Events: Visiting Nurse/Hospice Presentation (3 attendees), Luna's Magic Flute (17 attendees), Ann Aikens Author Talk (4 attendees)
- d. Annual appeal is in process, website updates
- e. Books on grief for adults and children have been added
- f. AED is now installed
- g. Library will be open for Town Meeting Day but closed for Indigenous People's Day as per community request

5. Apple Fundraiser Follow-up:

- a. For next year, move the festival back to September and host it outside to encourage more participation. Add more sandwich board signs and recruit more bakers. Ask bakers to attach their recipes, and library can also create a cookbook.
- b. Can we expand and make this more of a community event by partnering with the Sharon Connects group "Strengthen Community Connections and Cultivate Community Gathering"?
- c. Donations to the library totaled \$986. The trustees appreciate everyone who baked and contributed.

6. Public Comment: none

7. New Business:

- a. Budget preparation:
 - i. Request 18% increase for Library Director Wage, FICA, and retirement. Average librarian hourly wage in the state of Vermont is \$28.75 (per US Bureau of Labor Statistics
<https://www.bls.gov/oes/current/oes254022.htm>)
 - ii. Change salary increase to be effective at start of fiscal year (currently starts at Oct. 16).

- iii. Add additional funds into the budget to keep the library open during the librarian's vacation week (20 hours) at \$18/hr.
- iv. Buy a set of folding chairs and new book drop box
- v. Add increases for program and other operating expenses per estimates
- vi. Itemize the grants that Shana manages in the revenue category
- vii. Emma will email Lucy and ask for budget worksheet, and will meet with Deb and Shana to get clarification on budget line items and columns

- b. Sharon elementary PTO pumpkin walk. All set!
- c. Little Free Library - we will register it with the official program and get signs and books inside ASAP

Meeting adjourned at 8pm

Next Meeting: Thursday, Nov 16, 2023 at 6pm