

## **Baxter Memorial Library Trustee Meeting Agenda**

Nov 16, 2023, 6pm

In attendance: Shana Hickman, Emma Basham, Karen Rodis, and Kit Mead (on Zoom)

### **AGENDA**

#### **1. Approved Minutes from Oct 2023**

#### **2. Reviewed and Signed Warrants**

#### **3. Review financials incl budget FY25**

#### **4. Librarian's Report**

- a. Stats are way up for October
- b. Cookbook club was a hit. Attendees chose the January cookbook (group will not meet in December)
- c. No attendance at VNH presentation, in spite of multiple patrons expressing interest.
- d. Librarian is now CPR certified

#### **5. Public Comment**

#### **6. New Business:**

- a. Discuss Annual Appeal
  - i. Karen will edit the letter & talk with town offices about getting it out
  - ii. We will ask volunteers for help stuffing envelopes on Sunday 12/3/23 at 4pm
  - iii. We will get the web link from Lucy
- b. Plan for Cookie Walk
  - i.
- c. Thank you event for volunteers- in January (Emma will plan)
- d. Start budget explainer for trustee binder
  - i. Emma will create a document explaining all of the budget items

**Next Meeting: Thursday, Dec 21, 2023 at 6pm**