

## Baxter Board Meeting Minutes

**Date:** January 16, 2025

**Attendees:** Finnie, Rebekah, Laura, Emma, Shana

### 1. Meeting Opening

- Minutes Approval: Approved.
- Warrants Signed: Completed.
- Budget Review: Approved. No notable updates or issues.

### 2. Librarian's Report (Presented by Shana)

- Stats:
  - Increased attendance for November and December, likely due to the library being open for the full month (usually closed for two weeks in December).
  - Visits up by 351 (previously 306), possibly influenced by summer reading programs?
- Upcoming Programs:
  - Carole Bando Workshop: Maileg mice workshop where kids can create accessories for a mouse house. Participants will receive a ticket to win a superhero mouse.
  - Cookbook Club: Soup potluck scheduled for February 15th.
  - Blank bookmarks and tassels as part of an open art activity.
- Donations:
  - Vermont Community Foundation: \$500 grant received, thanks to a recommendation from Michael Livingston and Lori Foster. Emma will prepare a card for board members to sign at the library.
- Annual Appeal Update:
  - Donations and number of donors are down this year. Shana has thank-you cards available for board members to write to contributors - 7 each

### 3. Hybrid Meetings

- The board expressed a preference to avoid the annual Zoom fee.
  - Shana will reach out to Nicola to inquire whether the town has a Zoom account that the library could use occasionally for hybrid meetings.

### 4. Minutes Organization

- Discussion about the storage and accessibility of past meeting minutes.

- Rebekah will follow up with Karen to request editing access for organizing past minutes.

## 5. Town Report (Shared by Shana)

- All looks good; updates include:
  - Adding Artistree as a community partner.
  - Giving Will Davis a title (likely related to his work with the library).

## 6. "Friends Group" Discussion (Shared by Shana)

- Shana researched the concept of a "Friends of the Library" group and shared a document from the Lyme Library.
  - Challenges: Difficulty in recruiting board members, making the idea of starting a "Friends" group daunting.
  - A potential solution: Starting a group to help with a few events each year without the complexity of 501(c)(3) status.
- Thoughts:
  - The Friends group could be a fundraising and event-supporting body.
  - Examples of events: Plant, bake, and book sale; Everything Apple event; Holiday gathering.
- Action: Explore if there's any volunteer energy to help research and organize the creation of a "Friends of" group.

## New Business

### Feasibility Study for Well Relocation:

- Judy Moore obtained estimates for a feasibility study regarding the relocation of the well (\$1200).
- Discussion:
  - Are there any available grants to fund the study?
  - Is there enough community interest to justify the project?
- Action: Emma will talk with Judy. The board is generally not in favor of proceeding but is open if Judy can secure funding for the feasibility study.

### New Trustees needed:

- Immediate Need: 1 new trustee immediately and another in March - update: Maureen Bissaillon will join! Emma will follow up with her, Finnie connected via email.
- Action: Laura will place an announcement in the TSA newsletter each week to recruit potential candidates.

Library Table:

- Is Josh able to provide a quote for materials needed for the new library table?
- table top dimensions: 90"x36"x1.5" - preferable wood: oak? Something warm, durable and inexpensive

Fundraising Ideas:

- FEDCO Seed Ordering Fundraiser: Discussed as a potential fundraiser.
- Event Ideas:
  - Trivia Night: Babe's didn't have availability, but 7 Stars might be a possibility for hosting?
  - Chili and BINGO Night: Proposed as a potential event - Finnie to head?
- Action:
  - An email will be sent to the volunteer list to encourage participation in new fundraising events. Given that only half of expected funds were raised through the annual appeal, creativity and support are needed for future fundraising.
  - Volunteers will be asked if they're interested in organizing and executing events like Trivia Night or Chili and BINGO Night.

Library Merchandise:

- Tote Bags and Aprons:
  - Shana will investigate print-on-demand options for library tote bags and aprons.
  - Chelsea will look into print-on-demand services - Rebekah volunteered Chelsea's graphic design skills and knowledge to help with this research and project
- Annual Tea Towel:
  - Discussed as a possible annual item for sale or distribution.

Meeting adjourned - 7:48pm