

Baxter Public Library Meeting

April 6, 2021

Call to Order: 6:00 p.m. Director Marie, Liz, Donna, Leah, and were present.

Approval of Agenda: Liz, motion; Leah second. Approved 3-0.

Approval of March 2021 minutes: Liz, motion; Leah, second. Approved 3-0.

Librarian's Report: 1) Marie reported that the plexiglass has been replaced on the story walk platforms.

Old Business:

Programs: Marie reported on the success of the Easter Passport event as well as the 6th and 7th grade break-out box. Another break-out box event will be held April 14 for 5th graders. She has also ordered materials for two sessions of Crazy 8's to start in the fall.

New website: Nothing new to report.

Harold Hill Donation: No action at this time

Summer Reading: Marie distributed a handout listing the various summer library programs that have been scheduled as well as other activities such as Crazy 8's, STEM, and Infant/Toddler story time for summer. She will also be kicking off Read Across America and Adult Bingo cards to encourage sampling various literary genres. Marie discussed the need for another employee, hopefully a teen, to be hired to assist when there are larger numbers of children in the library who need assistance with activities. **Liz made the motion, seconded by Leah, to advertise and hire another employee for \$10 an hour. Number of hours will be determined but not to exceed 8 hours a week. Passed 3-0**

New Computer: It has arrived and is in place and Marie is transferring files.

New Business:

Chapter 3: The Five Primary Responsibilities of the Library Board. This was the board members' training for the month. Reading and discussion followed.

End-of-Year Financial Report: Marie reviewed the various library accounts, balances, and anticipated expenses/purchases coming up.

New Chairs: There is a need to replace the chairs around the various library tables that have aged over the years. The idea of bright colors and a more modern look was discussed. Marie showed a sample chair as well as available colors in the catalog. Donna made a motion, seconded by Leah, to approve no more than \$2500 to purchase 24 new chairs. Also the professional cleaning of the upholstered chairs is to be within the \$2500. Motion passed, 3-0.

Summer Hours: Marie and Jennifer have discussed new summer hours, which were presented to the board. Donna made the motion, seconded by Leah, to approve the hours as presented. Approved, 3-0.

City Bills: Donna made the motion, seconded by Liz, to approve the bills as they were presented by Marie. Approved 3-0.

Petty Cash: The report was given.

Public Comments: None

Date for May Meeting: May 4, 2021, 6 p.m.

Adjournment: 6:47 p.m.

Donna Akins, Secretary