

DRAFT

**Board of Trustees Meeting Minutes
Baxter Memorial Library
March 15, 2016**

Present: Kayleigh Rodig, Librarian; Katherine Roe, Chair; Susan Sellew, Secretary; Deb Hopkins, Trustee, Kaitlyn Reid, Trustee, Ellamarie Russo-DeMara, Trustee

DATES

- April 19th (6:30 PM) Trustee Meeting
- April 30th (12 to 3 PM) - Trustee Work Day - organize the basement to prep for Book Sale.
- June 4th Annual Book, Plant & Pie Sale

NEW BUSINESS

New Trustees: We welcomed Kaitlyn Reid and Ellamarie Russo-DeMara as Baxter Memorial Library's new Trustees for a term of three years. Both were given copies of "A Manual for Vermont Library Trustees" 6th Edition.

Election of Officers: Katherine Roe was nominated as chairperson of the board and Sue Sellew was nominated as secretary, both votes were unanimous.

Meeting Minutes: We reviewed minutes from October 20, 2015 meeting which were approved contingent upon adding a note that there was no September meeting and correcting the spelling of Bruce McShinsky's name. Minutes from the special budget meeting held December 3, 2015, the special personnel meeting held January 5, 2016, the regular meeting held January 19th, the special personnel meeting held February 2nd, and the regular meeting held February 16th were reviewed and approved without change. Sue will send these final files to Margy to post on the town webpage <http://sharonvtlibrary.com/minutes-agenda/>

Financial Report: Deb Jones is showing the FY16 Librarian Salary as \$1000 – we believe it is a change in accounting method, but would like clarification. Sue will follow up.

Librarian's Report: Kayleigh has been busy organizing the library and meeting with people associated with the school libraries. She met with Ira Clark to discuss possible layout ideas. We encouraged Kayleigh to make the space her own. Some items will be moved to the basement, but prior to doing so some large items in the basement need to be removed including items that were installed when the library was the town's air raid shelter. Kayleigh will ask Margy to have the town crew remove the old refrigerator and other items.

Kayleigh will contact the VT Dept. of Libraries to schedule the Maker's programs for which we have grants.

We approved Kayleigh's purchase of an iPad, an item that was budgeted for this FY. She will coordinate with Deb Jones.

We have decided to hold an Open House sometime in May.

3/16/2016

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OLD BUSINESS

The town's lawyer is reviewing the agreement between the Baxter Memorial Library and the Town of Sharon. Katherine & Sue met with the Selectboard on February 22nd.

Sue will send copies of the draft Bylaws/Policies/Operations Manual to the new Trustees and will have a key made.

Katherine will ask Jools whether her daughter is still interested in painting the book drop. It has been used although it is not officially in service. We need to decide where it is to be located.