

**Board of Trustees Meeting Minutes**  
**Baxter Memorial Library**  
**April 19, 2016**

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

**DATES**

- April 30<sup>th</sup> (noon to 3 PM) - Trustee Work Day - organize the basement & prep for Book Sale
- May 14<sup>th</sup> (10 to noon) Open House – meet our librarian!
- May 17<sup>th</sup> (6:30 PM) Trustee Meeting
- June 4<sup>th</sup> Annual Book, Plant & Pie Sale

**NEW BUSINESS**

**Meeting Minutes:** We reviewed and approved the minutes from March 15<sup>th</sup>.

**Financial Report:** Deb Hopkins agreed to be Treasurer and to meet with Deb Jones on a quarterly basis to give the Trustees more information on budget and spending. She will verify that we have received the grant money and will ask Deb Jones to maintain the checking account at ~\$5K by moving money to the Money Market account. She will also request that more details on deposit activity be added to the monthly Budget to Actual sheet she gives us.

Deb made a motion and all approved Kayleigh's purchase of books using the grant money set aside for that purpose.

**Librarian's Report:** There were a total of 227 visits to the library in March (128 adults and 99 children), a total of 201 items were checked out of the library and 180 items checked in. Storytime was very popular with 56 three- and four-year old children participating. Kaleigh is working on the summer program and hopes to involve Rachel Clark and Jools Skeet Browning as storytellers. Outside groups using the library included spinning & rug hooking and seed swap.

Kayleigh is trying to line up the instructor for the Maker's programs for which we have a grant. We cannot apply for the CLiF grant two years in a row.

We approved Kayleigh's purchase of an Apple AirPad II with 32MB memory budgeted for this FY. She will coordinate with Deb Jones.

We need to verify with SoVerNet that our router is up to date. We will also discuss purchasing a wireless printer. [Update from Sue: I spoke with Mike, a service rep at SoVerNet. He said that the agreement they have with the state does not allow them to add services like VOIP. He also said that we are not renting the router from them. I will check with Rachel Clark and Nicole to see if they remember whether it was purchased. I will also call FairPoint to see if we can reduce the monthly bill in anyway.]

Basement cleanup day (April 30<sup>th</sup>) we will decide what to sell at the Book/Plant/Pie Sale and what to toss. Deb will have a friend who sells antiques look at the items to help decide what has value. Kayleigh will recycle index cards from the card catalog.

#### Book/Plant/Pie Sale - June 4<sup>th</sup> from 9 AM to 3 PM

- Katherine will put together a book sale schedule which we will review at the May meeting. She will also schedule UPS pickup of a pallet of unsold books, and will schedule newspaper calendar announcements. She will also ask Sophie & Kaila to play their fiddles and Greg if he will be responsible for cleanup on Sunday.
- Kayleigh will line up tables from the school and will get \$100 in cash to have on hand. She will also ask Nicole if she will lead a pie-a-thon this year.
- Deb and Ella will be responsible for volunteer's lunch. Deb will bring tarps to cover books Friday night.
- Kaitlin will bring dessert for volunteers.
- Sue will call Margaret Rogers to find if they will set up the tent again this year. She will also contact Kit Hood and Kathryn Doughty to head up the plant sale, will get box packing tape, and bring tarps.

#### Kayleigh Welcome & Open House – May 14<sup>th</sup> from 10 AM to noon

- Ella & Kayleigh will work on an “Adopt an Author” event to coincide with the Open House.
- Food: Kaitlin will bring quiche; Ella – juice; Deb – fruit; Katherine – muffins.
- Sue will bring paper goods – plates, cups, napkins, forks, etc. (Check first with Kayleigh to find what we already have.)

#### OLD BUSINESS

The town's lawyer reviewed the agreement between the Baxter Memorial Library and the Town of Sharon and had a couple of minor changes. The agreement was signed by the Selectboard and by Trustees. Katherine will deliver the original to Margy Becker at the Town Hall.

Tabled for next meeting: Building issues, bylaw & policies, and personnel subcommittee