

Board of Trustees Meeting Minutes
Baxter Memorial Library
May 17, 2016

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

Absent: Deb Hopkins, Trustee

NEW BUSINESS

Meeting Minutes: We reviewed and approved the minutes from April 19th.

Financial Report: We reviewed the report provided by Deb Jones.

Friends of the Library: Sue will include the Friends in the distribution of the minutes and we will ask them to have a representative at our Trustees meetings to report on their activities.

Book, Plant & Pie Sale: June 4th from 9 AM to 3 PM. Kayleigh has posters to be distributed. We discussed the preparations which seem to be coming together nicely thanks to our experienced group of “Friends”.

Librarian’s Report: There were a total of 250 visits to the library in April (132 adults and 118 children), a total of 188 items were checked out of the library and 194 items checked in. Storytime was very popular. She is going to ask people with children what hours would be best for storytime in the future. She is going to work with Catherine Freese on the summer reading program.

Kayleigh purchased an iPad budgeted for this FY. She also purchase book easels for displaying books. We agreed to the purchase of Minecrafters game (\$26 per subscription) and suggested that she speak with Deb Jones about getting a debit card.

Kayleigh has plans to work with Michael Livingston to establish a structured internship with a few students next year, suggestions included working with children during storytime and improving the library’s website. TSA students still have ~90 books out, Katherine will put a reminder in their newsletter.

Kayleigh and her mother painted the top of the large table in the library and also the book drop. Thank you to both!

Kayleigh will be on vacation July 5, 7 & 8 – we need to arrange coverage for those days.

Library Building: The library door code was changed. We decided to go back to the system where Saturday volunteers go to the Post Office and request the door key (Kayleigh will provide the PO with a list of volunteers), they will drop the key in the book drop when they close the library. Sue’s husband made a key fob and Sue is drafting a Library Access policy.

We would like the town to have the heating system and thermostat checked before the next heating season; the thermostat does not seem to be accurate. Katherine will also ask Margy about the split rail fence that needs repair. Kayleigh would like to purchase a good vacuum cleaner,

perhaps using money raised at the BP&P sale. Sue & Katherine volunteered their husbands to glue chair rungs. Sue will revisit options for the cracked light fixture.

OLD BUSINESS

We reviewed our draft of the Board of Trustees Bylaw and approved it for signature at the next meeting. We will review the draft Mission Statement and Policy document next month.

We established a Personnel Subcommittee (Katherine & Kaitlin) who will review the Town's Personnel Policy and finalize Baxter's Policies' personnel sections. Katherine, Kayleigh & Sue met with Deb Jones on May 10th to understand the VMERS requirements regarding retirement funds. Based on that discussion we will explore having Kayleigh work 24 hours a week so she can start receiving retirement benefits and continue to improve the library. The Byrne Foundation grant money and unused FY16 salary funds could be used to offset the town's portion of the expense. Katherine will follow up with Deb Jones to find out how much FY16 funds are available and how far into FY17 and beyond the Byrne Foundation grant will pay for the extra 4 hours per week. Katherine will try to bring a proposal to formally increase Kayleigh's hours to the Board's June 21 meeting for a vote.

Next Meeting: June 21, 2016 at 6:30 PM, the public and Friends of Baxter Memorial Library are invited to attend. Please get agenda items to Katherine Roe the week prior to the meeting.