

FINAL

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

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

Absent: Ellamarie Russo-DeMara, Trustee

NEW BUSINESS

Meeting Minutes: We reviewed and approved the minutes from June 21st with two changes.

Financial Report: We reviewed and accepted the 6/30/16 “Budget to Actual” report provided by Deb Jones and signed the warrants.

Librarian’s Report: In June there were 411 people who visited the library (278 adults and 133 children), there were 17 programs attended by 40 adults and 23 children. This census does not include the Book, Plant & Pie Sale.

The children’s programs are not well attended now that school is out for the summer. Kayleigh has talked with other local librarians and found that they are experiencing the same problem. She will try holding the programs on different days and times, and will send an email to the school secretary to forward to parents to announce future programs in hope of attracting more children. A “Modern Times Theater” puppet show with music was held on July 19th.

Kayleigh discussed having a display in the library for Old Home Day on August 11th. She heard from Makers Space and that program may still happen.

Friends of the Library: Katherine Roe drafted a Book, Plant & Pie Sale checklist. We will send it to the “Friends” members for their input. There were no Friends members at this meeting.

OLD BUSINESS

Peter Lowes and Kayleigh’s husband dismantled and removed the old refrigerator from the basement. It was left over from the time the library was an air-raid shelter.

We need to ask Margy about the alcohol policy is for town buildings and enforce the same at Baxter.

Katherine and Kaitlyn will meet with Kayleigh for her six month review.

Library Building: We agreed to have Art Stacy remove the damaged sconce from the exterior of the library. We will take it to Conant Custom Brass for an estimate prior to authorizing work.

Tabled: Investment Policy; Building Use Policy; fence repair; thermostat; vacuum cleaner.

Next Meeting: August 16, 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.

8/29/2016