

**Board of Trustees Meeting Minutes
Baxter Memorial Library
November 15, 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 of October 18th with correction.

Financial Report: We reviewed and approved the FY17 & FY18 “Budget to Actual Year to Date” report provided by Deb Jones and warrants were signed.

Librarian’s Report: In October there were 444 visitors (231 adults and 213 children). There were 14 programs with 166 attendants. 360 library materials were checked out and 322 were checked in with 14 renewals (324 out and 260 in last year).

Kayleigh will request a Byrne Foundation grant to cover library director’s hours and improvements to the children’s area.

Kayleigh is planning to write a holiday newsletter when she returns on November 30th.

Kayleigh will check with Sheryl Miller, the new health care coordinator, to see if there is a way we can team up with her and her volunteers to get books to shut-ins.

OLD BUSINESS

Cookie Walk: December 10th from 9:00 to noon. Kaitlyn, Ella, Deb Hopkins will provide coverage. Trustees will all donate cookies and Kaitlyn has volunteered to recruit additional bakers. We will ask bakers to make extra cookies to donate to the food shelf. (Kayleigh will verify with Carol Sheldon that they can accept baked goods.) We need to purchase additional bags for the cookies, plastic wrap, food handling tissues and paper table coverings.

Holiday Events: On Saturday, December 3rd anyone who is interested in making decorations (paper snowflakes, stringing cranberries) for the library is asked to join Kayleigh. Santa Claus is scheduled to appear on the afternoon of Thursday, December 8th.

Katherine researched the proceeds from previous Book, Pie & Plant sales: 2016 - \$2000; 2015 - \$2580; 2014 - \$1589 (no pies).

Building Maintenance: Art Stacy has not yet removed the sconce, but plans to do so.

NEW BUSINESS

2018 Budget: We drafted the budget for FY18. Katherine will ask Deb Jones about “Gifts in Kind” and how they are tracked.

Volunteer Coordinator: In response to feedback from the meeting with Volunteers and Friends on November 13, Kaitlyn has agreed to be the volunteer coordinator. In this role she will communicate with volunteers about fundraising activities and need for help. We hope that Dee Gish will continue to schedule volunteers for Saturday morning coverage.

Tabled: Building Use Policy, Sue will check with the VT Fire Marshall about occupancy limits.

Next Meeting: December 20, 2016 at 6:30 PM, the public is invited to attend. We will discuss Strategic Planning. Please get agenda items to Katherine Roe the week prior to the meeting.