

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
January 20, 2015**

**Present:** Nicole Antal, Librarian; Trustees: Greg Simack; Deb Hopkins; Katherine Roe; Sue Sellow; Deb Jones, Town of Sharon Financial Advisor

**Discussion with Deb Jones**

- Deb recommends that we have a meeting with the Selectboard to revise the 2011 agreement between the Trustees and the Town and to define which expenses will be paid from the general fund and which will be paid from the Baxter checking/savings account. [Sue has contacted Margy requesting a meeting with them in April.] We will meet with Deb Jones prior to this meeting.
- From now on we will need at least three Trustees to sign an invoice (warrant) authorizing Deb Jones to transfer money from the Baxter checking account to pay the invoice.
- All checks must be stamped with the Merchant's Bank stamp as soon as they are received.
- We must draft a "Financial Policy" that will govern the investment and expenditure of the Baxter endowment funds. We discussed investigating the VT Community Foundation.
- The telecommunications agreement with Sovernet expires in April. The town will then switch to ECFiber reducing the cost of the Baxter phone.
- It appears that IRS Code Section 115 is applicable to allow donations to the library to be tax exempt. [See <http://www.statelibraryofiowa.org/ld/f-h/funding-info/gov-affil> from State Library of Iowa, I could not find the info on VT State Library website, but it is a federal law. Sue]

**Meeting Minutes:**

- The minutes for the December 16<sup>th</sup> meeting were reviewed and revised. Greg made a motion to accept the revised minutes, Katherine seconded, all approved.

**Treasurer's Report:**

- Income from dividends and donations totaled \$1,131.28 in December.
- There was a balance of \$1,888.18 in the checking account as of December 24, 2014.
- Starting in February, Deb Jones will provide the Treasurer's Report for the Trustees Meeting.

**Librarian's Report:** Nicole reported the following:

- We had 163 adults and 97 children visit the library in December with 174 books checked out and 143 checked in.
- Nicole has a volunteer for a Thursday afternoon story-time and 16 children signed up.
- Programs to date in January included: Tech Hour (5 people), French Club (4 people, but normally 6-8), Aging in Sharon (18 people), VT Health Connect (4 people). Lego Club is restarting.

## FINAL

- In February, Nicole plans a Blind Date with a Book for Valentine's Day with some nice gift certificates, and perhaps a Volunteer Fair.
- In March, Nicole plans to have a table at the Town Meeting with DVDs that people may check out and a poster with library use statistics.
- GMLC dues are based on \$100/year fee, \$0.10 for each electronic book borrowed, plus \$0.28/library patron. We have ~800 people with library cards, and Nicole is culling that list to come up with a realistic number of patrons for this year's dues payment. The electronic system gives an accurate number of patrons, but it has only been in use for eight months.
- We got a large number of DVD's donated to the library as a result of Nicole's "Wish List".

### **New Business**

- We discussed having the door lock code changed annually.
- Next meeting will be February 17, 2015, Greg would like agenda items by February 8<sup>th</sup>. We plan to discuss books to purchase in 2015 and fund raising.