

**Board of Trustees Meeting Minutes
Baxter Memorial Library
October 21, 2014**

Present: Nicole Antal, Librarian; Trustees: Greg Simack, Margaret Raymond, Katherine Roe, Sue Sellew

Meeting Minutes: Kathryn made a motion to approve the September minutes Margaret seconded, all approved. Nicole will talk to Peter Lowes about removing unused items from the library's basement during Green-Up Day. The items include an old refrigerator and metal food storage containers.

Treasurer's Report: Nicole presented the September 2014 Income & Expenses, which included the checking account, balance of \$2653.61 and savings account balance of \$16,920.23. The report was accepted.

Budget appropriations are due to the Town by November 15th. We will have a special meeting on Thursday, November 6th to discuss the budget only. Nicole had drafted a budget in September which we discussed last month; we will review and approve this budget.

Action Items:

- **The Trustees need to finalize an agreement between the Town of Sharon and Baxter Memorial Library: (1) establishing the library as a municipal entity; and (2) documenting that the Sarah Baxter investments will be held in trust by the Town for the exclusive use of Baxter Memorial Library.**

Librarian's Report: Nicole reported the following:

- Online catalog and bar-coding of books is almost done. This new system will make it much easier to find and checkout books. Volunteers will have to be trained in the new system.
- Nicole has rearranged the library with a new table for the computers.
- On Saturday, Nov, 1st the Vermont Public Library Trustees and Friends will conduct a seminar at Killington. Paula Duprat and Nicole may attend, as there are many interesting topics.
- Nicole will draft the annual report to include in the Town Report.
- West Hartford's library is having an open house on Saturday, Oct. 25th.

Friends of Baxter Library

- The Friends group is planning the Cookie Walk for the first weekend in December. This date coincides with the crafts fair at the school.

New Business

- Next meeting is Nov. 6th to discuss the budget.