

Board of Trustees Meeting Minutes
Baxter Memorial Library
November 18, 2014

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

Absent: Katherine Roe

Meeting Minutes:

- The minutes for the meetings on September 16th, October 21st and November 6th were reviewed and accepted without change.
- Deb Hopkins will edit the letter that Nicole drafted for the Town Report; this letter will be reviewed and approved by the Trustees.
- Cards were given to the Trustees to send to thank you notes to our wonderful volunteers.

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.**

Treasurer's Report:

- Deb Hopkins will talk with Deb Jones about the transition of the checking and savings accounts. She will also write a check to pay the cleaning person for November.

Librarian's Report: Nicole reported the following:

- The Halloween Hunt was very popular. Nicole organized it around the idea of a passport that was stamped when the participant visited places in town; many had never been to the Food Shelf before. We hope that this type of event will help build our community.
- Online catalog and bar-coding of all books is complete! This new system will make it much easier to find and checkout books. Volunteers will have to be trained in the new system.
- The number of visits to the library by children increased 54% over last October, but adult visits were down 13%.
- The French Club is very popular with nine adults and two children attending the classes.
- The "Geek Hour" is open to anyone who needs help with their computer; there are always participants.
- There is also a pajama story time being held.
- The Conservation Committee will use the library on Nov. 20th for a meeting about solar heat.

Friends of Baxter Library

- The Friends group is planning the Cookie Walk for December 13th. This date coincides with the crafts fair at the school.

New Business

- Next meeting is Dec. 16th, Greg would like agenda items by Dec. 8th.