

DRAFT

**Board of Trustees Meeting Minutes
Baxter Memorial Library
August 18, 2015**

Present: Nicole Antal, Librarian; Trustees: Greg Simack, Chair; Deb Hopkins, Treasurer; Katherine Roe, Trustee; Sue Sellew, Secretary

Absent: Margaret Raymond, Trustee

Meeting Minutes: The minutes of the July 21st meetings were reviewed and accepted.

Finance Manager's Report: To expedite the receipt, review, approval and payment of invoices, Deb Jones suggested that each month she provide a warrant which lists all invoices received (also attached) for review and approval by at least three trustees. At the same time, she will change mailing addresses so future invoices go to the town's PO Box. Trustees agreed to this system. Deb Jones provided the monthly budget report and the updated endowment value.

Librarian's Report: We welcomed Jools Skeet, Assistant Librarian, who was hired to develop children's programs. She has been reviewing the children's books in our collection, recommending new books, and will attend children's programs at other libraries to get ideas for improving ours.

Baxter was awarded a Maker Grant which funds two programs: E-textiles and Squishy Circuits. Each program will come with an instructor, curriculum and materials. Thanks to Nicole for writing the grant application – on a Sunday!

The CLiF grant award of \$2000, received earlier this year to purchase new children's books, kicks off on September 18th with a presentation at the Hotel Coolidge. Trustees are invited to attend, the fee is \$15.

Nicole reported that library visits in July were up compared with last year; visits by children were up 96%. A new sandwich board was purchased. Four town organizations are regularly meeting in the library.

Old Business: Katherine reported on the meeting on July 29th with attorney Tom Hayes who reviewed the draft agreement between the town and the library. He had the following recommendations:

- Agreement: He thought the draft agreement is fine, but recommended that we add a section on fundraising and donations and how they are handled. This would include a statement that any money raised by the library would belong to the library. Tom is drafting this section.

The agreement needs to be approved by the Selectboard and recorded in the town records. A copy should be on the library's website. A town vote is not necessary for approval.

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- Endowment: Most trust funds are supervised by the probate court and require an annual accounting to the court. The court may have terminated this requirement since the fund is under municipal control. We need to review endowment/trust fund documents to verify the reporting requirements.
- Fundraising: Because Trustees are elected officials, we cannot fundraise because any money raised would belong to the town. All fundraising must be done through “Friends of Baxter Library”. The Friends group can register as a non-profit with the state for \$75. Tom recommended that money raised by the “Friends” group be added to the Endowment Fund so Trustees can direct its expenditure.
- Personnel Policy: The library can use the Town’s personnel policy but make exceptions to specific areas, such as vacation benefits and sick pay. Tom will draft this exception.

Attorney Hayes reduced his normal fee to \$150/hr. for this work to meet our \$1000 budget.

Margy Becker had an electrician examine the wiring in the library prior to purchasing an air conditioner. He approved the wiring and recommended that we put the unit in the back window. We determined that the library had to cool a volume of 10,000 cu.ft. Nicole will investigate energy efficient units that meet this requirement. The trustees unanimously voted \$600 for AC.

New Business: The electrician noted that the cast iron base of antique light fixture to the left of the door is cracked. This needs to be repaired. Deb Hopkins took pictures and will research options to do so.

The next meeting will be September 15th at 7:30 PM. Greg would like agenda items by September 6th.