

DRAFT

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
April 21, 2015**

**MAY MEETING WILL START AT 7:30 PM**

**Present:** Nicole Antal, Librarian; Trustees: Greg Simack; Deb Hopkins; Katherine Roe; Sue Sellew

**Meeting Minutes:**

- The minutes for the March 17<sup>th</sup> meeting were not received.
  - Action Item: Deb Hopkins will email the March minutes to everyone.

**Treasurer's Report:**

- Report from Deb Jones is attached. Deb needs more details on the Sept. 2014 deposit.
  - Action Item: Deb Hopkins will get deposit info from bank for Deb Jones.

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

- Library visits in April were way up when compared with last year. There were several programs for children including storytime and Lego Club, adult programs included Geek Hour, book discussion, and French Club.
- Nicole trained volunteers in use of the new barcode system for book check in/out.
- Nicole is working on grants including one from Children's Literacy Foundation.
- Seed swap will take place on April 26<sup>th</sup>.
- The library will be a location where people can pick up Green-Up bags.
- Nicole would like to find someone to lead the adult book discussion group.
- Nicole would like to find a part-time person to cover her time away from the library.
  - Action Item: Nicole will discuss the book club with patrons.
  - Action Item: Deb Hopkins will talk with Deb Jones about a contract position.

**Old Business**

- We need have a lawyer review the draft agreement with the town.
  - Action Item: Sue & Katherine will contact Paul Gillies.

**New Business**

- Board members agreed to keep their current responsibilities: Greg-chair; Deb-treasurer; Sue-secretary.
- We discussed making presentations to local service organizations
- We will try meeting at 7:30 next month.
- Book, Plant & Pie sale will be held June 6<sup>th</sup>.
  - Action Item: Nicole will speak with Friends of the Library.
  - Action Item: Each Trustee will provide 5 pies for the sale.
  - Action Item: Sue will work on a lawn sign for the sale.
- We will discuss the Bylaws in June.
- Next meeting will be May 19, 2015, Greg would like agenda items by May 10<sup>th</sup>.

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FY16 BUDGET REPORT - BAXTER MEMORIAL LIBRARY

Account Description	ACTUAL FY14	BUDGET FY15	FY15 Actual as of 3/31/15 (75% of Year)	Actual % of Budget	\$ MORE OR (LESS) THAN FY15 BUDGET	Dividend	LSI Merger Stock Sale - Gain on Investment?	Plant Sale FY14	Cookie Walk	Donations	Books Sold
<b>Revenue</b>											
Revenue: Dividends, Fund Raising & Donations	6,202.68	6,364.00	6,684.52	105%	320.52	3,810.44	234.15	1,639.45	419.00	500.00	81.48
Bank Interest	3.81	4.00	3.79		1.79						
<b>TOTAL REVENUE</b>	<b>6,206.49</b>	<b>6,368.00</b>	<b>6,690.31</b>	<b>105%</b>	<b>322.31</b>						
<b>Expenses</b>											
<b>PROGRAM &amp; OPERATING EXPENSES</b>											
Library Supplies	404.99	345.00	229.12	66%	(113.88)						
Adult Program Books, DVD, Audio	1,236.94	1,236.00	1,337.98	108%	101.98						
Downloadable Audio Books	350.00	350.00	-	0%	(350.00)						
Program Supplies	485.47	600.00	476.14	79%	(123.86)						
Children Program Books, DVD, Audio	536.71	824.00	337.34	41%	(486.66)						
Library World Cataloging Expenses	678.43	425.00	439.00	103%	14.00						
Postage re Interlibrary Lending	276.13	240.00	241.00	100%	1.00						
PO Box Rental	81.00	84.00	84.00	100%	-						
Computer/Router Expense	-	164.00	-	0%	(164.00)						
Public Internet	-	-	-	not budgeted	-						
Telephone	-	-	-	not budgeted	-						
Fund Raising Expenses	-	50.00	-	0%	(50.00)						
Cleaning Expenses	965.33	1,000.00	419.98	42%	(580.02)						
Mileage	256.81	250.00	-	0%	(250.00)						
Education	-	250.00	-	0%	(250.00)						
Misc. Expense	60.26	50.00	50.00	100%	-						
Furniture/Equipment Expense	-	500.00	358.32	72%	(141.68)						
Website Fee	18.00	-	18.00	not budgeted	18.00						
<b>Total Program &amp; Operating Expenses</b>	<b>5,330.07</b>	<b>6,368.00</b>	<b>3,940.88</b>	<b>62%</b>	<b>(2,427.12)</b>						
<b>NET REVENUE OR (EXPENSES)</b>	<b>876.42</b>	<b>-</b>	<b>2,749.43</b>		<b>2,749.43</b>						

Memo  
Merchants Bank checks \$72.77, boxes for basement, Library Store

Donna Starve \$400, cleaning supplies \$19.98

Shelving \$119.36 - Amazon, New vacuum \$238.96 - Amazon

CASH & CASH EQUIVALENTS:	As of June 30, 2014	As of Mar. 31, 2015
PEOPLE'S UNITED BANK CHECKING	2,535.16	984.71
PEOPLE'S UNITED BANK SAVINGS	15,279.36	16934.42
MERCHANTS BANK CHECKING		2376.94
MERCHANTS BANK MONEY MARKET		277.88
<b>TOTAL CASH AND CASH EQUIVALENTS</b>	<b>17,814.52</b>	<b>20,563.95</b>
<b>Net Change</b>		<b>2,749.43</b>

The market value of common stock on June 30, 2014 was approximately \$109,425 (unaudited).  
The market value of common stock on April 17, 2015 was approximately \$105,436 (unaudited) - approximate loss of \$3889.