

Meeting Minutes
Baxter Memorial Library
June 17, 2014

Present: Nicole Antal, Librarian; Trustees: Deb Hopkins, Margaret Raymond, Katherine Roe, Sue Sellev; Friends of the Library: Paula Duprat
Absent: Greg Simack

Approval of Meeting Minutes: The May 20, 2014 minutes were corrected (end time of Book & Plant sale was changed to 3 PM from 2 PM) and approved by Deb & Kathryn.

Treasurer's Report: The Book & Plant Sale raised \$1,589.45 which was ~\$300 less than last year's two-day event that included pie sales. To make up the shortfall, we discussed asking the Friends of the Library to sponsor a bake sale as part of Old Home Day on August 9th. As of May 31, 2014, the checking account has \$2,800.98 and the savings account has \$15,278.74. We discussed sweeping funds from the checking account into the savings account when the account exceeds what is needed to pay monthly expenses. Paula gave the active checkbook to Deb.

The list of stocks owned by Baxter Library is in the safe in the Town Office to which Mona Foster has access. They were converted from certificates to "book entry".

There was a discussion of the tax status of Baxter Library which we could not resolve. Nicole suggested that Amy Howlett from the VT Dept. of Libraries may be able to answer this question. She will ask Amy to attend the July meeting.

Action Items:

- **The Trustees would like a monthly income/expense statement showing more detail of money received and spent.**
- **The bank accounts still need to have the proper signatures.**
- **Margaret will look for missing checkbooks.**
- **Nicole will approach Kit about the bake sale.**
- **We will discuss the budget in July. Nicole will prepare a proposed budget for FY2014/15.**
- **Nicole will contact Amy Howlett and ask her to attend our July 15th meeting.**

Librarian's Report: Nicole reported that the weekly Story Time has started.

- Summer reading kids who meet their reading goals will receive coupons for ice cream.
- Nicole has set a summer reading goal for the town (adults and children) of 1,000 books; last year the town read 700 books.
- Simon Brooks, a storyteller, is coming on Monday, July 28th. We agreed to sign a \$298 contract for him of which \$100 will be reimbursed by a grant. *Planet One* kids will also

attend and last year there were over 110 attendees. A meeting space of suitable size with good acoustics must be identified.

- When compared with the previous year, visits to the library in May were down in most categories except Children A/V and Children's computer hours, but the Book & Plant Sale was in May last year.
- Online catalog was on hold while effort focused on preparation for the Book Sale.
- Nicole will represent Baxter Library at Bale Fest on June 12th; there will be a table for local libraries.
- Nicole gave the library training manual to Sue and will email copies to Kathryn & Deb.
- The Selectboard would like to meet with the Trustees starting at 6:30 PM either Monday, July 21st or Monday, August 4th.
- Nicole will be taking vacation from August 5-28th.

Action Items:

- **Nicole will work with Dee Gish to arrange volunteers to cover her vacation. Kathryn, Sue and Deb are also available to fill slots.**

Old Business

- **Book and Plant Sale:** A big THANK YOU to all the volunteers who made the event a success. The new Trustees are still in awe of the amount of work involved! Nicole is to be commended for finding "Better World Books" who took dozens of boxes of leftover books and also covered shipping costs. Nicole will continue to winnow unwanted books and when she has six boxes (Better World Book's minimum), she will ship them. The basement is not nearly as crowded!
- Greg has not yet shown the rings to the owner of Ferro Jewelers in Woodstock.
- No update from the Pleasant Street Bookstore regarding the value of the antique books.
- We are still looking for a library table for the computers.

New Business

- The flag staff and bracket need to be replaced.
- We will discuss budget at the July meeting.
- We will discuss the investment portfolio at the July meeting. (Sue left a message with Jim Kearns but had not heard back from him.)
- We will review library (personnel) policy at the July meeting.
- Next meeting is Tuesday, July 15th.