

**Board of Trustees Meeting Minutes
Baxter Memorial Library
December 20, 2016**

Present: Kayleigh Rodig, Librarian; Katherine Roe, Chair; Susan Sellew, Secretary; Deb Hopkins, Trustee; Kaitlyn Reid, Trustee;

Absent: Ellamarie Russo-DeMara, Trustee

NEW BUSINESS

Meeting Minutes: We reviewed and approved the minutes for November 15. Note that the patron numbers were missing from the draft, but will be filled in before it is finalized.

Financial Report: We reviewed and approved the FY17 & FY18 “Budget to Actual and Proposed Budget Report” provided by Deb Jones. The budget shows a \$720.91 shortfall for FY18 which we will have to make up either out of fundraising or savings. Warrants were signed.

Librarian’s Report: In November there were 322 visitors (177 adults and 145 children). There were 9 programs with 125 attendants. 220 library materials were checked out and 235 were checked in with 10 renewals (180 out and 177 in last year). The library was closed the 22nd, 24th, and 25th for Thanksgiving and because I was out of town.

The Volunteers Meeting was a great success. Nineteen people were able to make it. A lot of stories were shared and ideas were discussed. It was nice to see so many important supporters of the library in one room talking about common goals.

Both preschool classes visited the library. LEGO club continues to be popular and the French and Craft groups’ attendance has also been consistent.

Many new books were purchased, as this is the time of year for big titles to be published. I have been looking at furniture for the kid’s corner but have not found anything that makes sense for the space yet. I will continue my search.

Kayleigh submitted a request for a Byrne Foundation grant.

Kayleigh gave each of the Trustees a list of volunteers and asked that they write thank you notes of appreciation for their work at the library.

Kayleigh has not gotten a reply from Sheryl Miller, the new health care coordinator, about books to shut-ins.

OLD BUSINESS

Cookie Walk: We had 47 people buy cookies and raised \$420.

Phone & Internet: Katherine spoke to Fairpoint, to verify that we have the least expensive plan available. She also spoke with Sovernet about the internet connection. We have another 3 years on the contract, and the State of VT has not been reimbursing the fee as was agreed. The fee was increased in July from \$56 to \$200.

Tabled: Building Use Policy, Sue will check with the VT Fire Marshall about occupancy limits.

Next Meeting: January 17, 2017 at 6:30 PM, the public is invited to attend. We will discuss Strategic Planning. Please get agenda items to Katherine Roe the week prior to the meeting.