

**Minutes**  
**Baxter Memorial Library**  
**Board of Trustees Meeting**  
**Tuesday, April 25, 2017**  
**6:30 p.m.**

Present: Kayleigh Rodig, Library Director, Katherine Roe, Chair, Kaitlin Reid, Trustee, Deb Hopkins, Trustee, Ella Russo DeMara, Trustee.

Absent: Sue Sellew, Trustee

1. Approved minutes for the March 21, 2017 regular meeting.
2. Public comment: None
3. Treasurer's/Financials Report: Reviewed and approved. Katherine will call Sovernet again about the e-rate.
4. Librarian's Report: In March, there were 281 visitors (159 adults and 122 children). There were nine programs with 100 attendees. 344 library materials were checked out and 311 were checked in with 10 renewals (75% increase in circulated materials compared to last year.) Kayleigh summarized the results of our Town Meeting Day survey and we began to discuss potential new, additional hours for the library.
5. Old business:
  - Plant sale: We divided up contacting key volunteers to be our leads for baking, plants and books. Katherine will contact Paula about being our plant lead; Kaitlin will contact Nicole about pies and Deb Hopkins will contact Ina about being our book lead.
  - Reserve fund: We decided that we can carefully track our checking and money market accounts to determine how much our budget annually exceeds the town's contribution to our budget; this figure is roughly what we draw down from our "Reserve fund." Any annual grants are also separately accounted for by the town.
6. New Business: Kayleigh discussed how the Department of Libraries is proposing to help libraries migrate to a more up to date circulation program from our current Library World system. The DOL will offer grants to assist with the financial costs of the upgrade.
7. Executive Session: None needed
8. Adjourn      Next meeting: May 8, 2017