

**Board of Trustees Meeting Minutes
Baxter Memorial Library
May 8, 2017**

Present: Kayleigh Rodig, Librarian; Katherine Roe, Chair; Susan Sellew, Secretary; Kaitlyn Reid, Trustee; Ellamarie Russo-DeMara, Trustee;

Absent: Deb Hopkins, Trustee

NEW BUSINESS

Meeting Minutes: Minutes for [March and] April were not available for review.

Financial Report: Financial statements were not available, this meeting was held early this month. Kayleigh will notify trustees when warrants are ready for signatures.

Librarian’s Report: In April there were 307 visitors (174 adults and 133 children). There were 12 programs with 129 attendants. 288 library materials were checked out and 293 were checked in with 15 renewals (a 56% increase in circulated materials compared to last year).

I attended two workshops in April. The first one was about Summer Reading. The national theme for this year is Build a Better World. Program ideas and resources were shared amongst the librarians in attendance. The second workshop was for libraries that use Library World as their integrated library system (ILS). The main discussion was about the Vermont Department of Libraries grant to libraries that have non-Z 39.50 capable systems to move to a system that does. Since Library World is non-Z 39.50 capable system, this is something I will be looking into further.

To celebrate poetry month, I asked poet, Taylor Mardis Katz to host a Poetry party with me at the library. Many people were interested in going but the turnout was low. It was still a lovely event and will consider doing it again next April.

I brought another round of books to the Sharon Academy’s floating library and I held spring themed storytimes.

Book, Plant & Pie Sale – Saturday, June 3, 2017

Below is a list of Action Items. Please let Sue know ASAP if your assignment won’t work for you. Sue will be the point of contact for all volunteers – Kayleigh will direct questions to Sue.

Task	Responsible	Description
Tents	Sue	Contact Margaret Rogers about their tent, if not available, contact the Sharon Fire Dept.
	Kayleigh	Ask Paula Duprat and Fran Schmidt if we can use their tents
Tables	Kayleigh & Sue	Kayleigh will reserve tables from the school. Sue & Art will pick-up/return with truck.
Pies	Kayleigh & Sue	Ask Nicole if she will be in charge of pie production. Get a list of supplies needed. [Did Nicole pay for pie supplies last year?] Sue will send email to volunteer list asking for help.

FINAL

Cash Box	Deb H. & Kaitlyn	In charge of the cash box during the sale. Request change from Deb Jones.
Vols. Lunch	Deb H.	Deb offered to make lunch for volunteers. Coffee and tea would be nice to have available.
Tarps	Sue	Bring Art's tarps, also some in the library basement.
Music	Kayleigh	Will ask her husband to play his guitar for an hour.
Signs	Kayleigh	Will hang the large banner on Sunday, May 28 th
Books Up	Deb H. son & friend	Young men will carry boxes of books upstairs on Thurs. June 1 st .
Sorting	Sue	Ask Ina/Paula/Nicole if they need more help.
Publicity	Kathrine	Announcement in calendars: schools, VN & Herald
	Sue	Weekly listserv announcements (Sharon, UV, Strafford, Royalton). In 5/28 post request donations of books and baked goods.
	Kayleigh	Send a "save the date" email to library email list. Send previous poster file to Sue to have printed at Staples. Put sandwich board out 2 weeks prior.
Boxes	Kayleigh	Order more boxes.
Tape	Sue	Get 15 rolls of shipping tape.

We discussed increasing the price of hardcovers to \$2 each, especially those that are new releases. The small bookcase in the entryway will be used to display pies instead of the large bookcase that is in the basement.

Next Meeting: [Note the next meeting is early because Kayleigh is on vacation.]
Monday June 12th at 6:30 PM, the public is invited to attend. Please get agenda items to Katherine Roe the week prior to the meeting.