

**Board of Trustees Meeting Minutes
Baxter Memorial Library
October 17, 2017**

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

Absent: Kaitlin Reid, Trustee; Ellamarie Russo-DeMara, Trustee

Meeting Minutes: Minutes for Sept. 19th were reviewed and approved with a minor change.

Financial Report: The warrants were signed and the financial statement reviewed.

Librarian's Report: In September there were 479 visitors (228 adults and 251 children), a 31% increase compared to September 2016. Thirteen programs/events were held with 81 attendants. There were 371 library materials checked out, 287 checked in and 39 renewals (a 23% increase in circulated materials compared to last year).

Vermont Reads programs has been successful and has brought people in from other towns. Kayleigh would like to take an online course on community health and wellness geared toward librarians to help meet our 2016 Volunteers meeting goal. Kayleigh met with Catherine Freese to collaborate visits by the Sharon school children to Baxter, and for Kayleigh to work with the children at the school library.

Old Business - Building Maintenance:

- Floor vents - Ken Wright has inspected the floor vents and there is no way to lock them down. Sue will ask Margy for a letter from the Town documenting this fact.
- Gazebo - Kayleigh has purchased stain for the gazebo and has a volunteer has offered to apply it either this fall or next spring.
- Cleaning - The cleaning person has not been reliable and Deb Jones suggested that Kayleigh be paid, from the town's cleaning budget, to do it. Katherine will contact Deb Jones requesting a schedule so as not to duplicate effort.
- Windows - The windows need to be repaired/upgraded. Kayleigh will ask Dee Gish if there is a grant available to do so.

New Business: We will discuss FY19 budget at the next meeting and will include discussion of a dehumidifier.

Upcoming Dates:

- Halloween Party - Tuesday Oct. 31st. Katherine will donate corn stalks, Trustees are asked donate candy.
- Volunteers and Friends Meeting - Sunday, November 5th at 2:00 PM.
- Cookie Walk - Saturday, December 9th from noon to 3 PM. We need volunteers to bake lots of cookies and someone to sell them as Deb Hopkins is not available that day.
- Next Meeting - November 21, 2017 at 6:30 PM, the public is invited to attend. Please send agenda items to Katherine Roe the week prior to the meeting.