

**FINAL**

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
November 28, 2017**

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

**Absent:** Ellamarie Russo-DeMara, Trustee

**Meeting Minutes:** Minutes for October 17<sup>th</sup> were reviewed and approved with edits.

**Financial Report:** The warrants were signed and the financial statement reviewed and accepted. Kathrine will check with Deb Jones on the internet reimbursement.

**Librarian's Report:** In October there were 455 visitors (264 adults and 191 children), a 2% increase compared to October 2016. Twenty-three programs/events were held with 204 attendants. There were 331 library materials checked out, 371 checked in and 38 renewals (a 4% increase in circulated materials compared to last year).

Vermont Reads program was very successful and people want to do it again next year. "Brown Girl Dreaming" may be part of the MLK Day "Chain Reaction Workshop" at TSA. The Halloween party was popular and Kayleigh intends to do it again next year. Kayleigh was not able to do the online community health and wellness course mentioned last month. We discussed finding new volunteers and other strategies to fill in when Kayleigh is away, including perhaps hiring a part-time person for the summer. No decisions were made.

**Old Business:**

- Floor Vents - Sue will follow up with Margy for documentation that Ken Wright determined that there is no way to secure the floor grates.
- Split Rail Fence - Margy found the survey for the library property and measured the lot with a wheel to verify that the fence is on library property. Sue will talk with Paula Duprat who volunteered to replace the broken fence rails.
- Cleaning - The cleaning person has not been reliable and Kayleigh has been paid by the town to do it. Kayleigh is willing to continue cleaning but the board is concerned that it adds to her task list. The board will review the situation again in January.
- Cookie Walk - Kayleigh will request that volunteers donate cookies and publicize the event via newsletter, listserv and FB page. Trustees will distribute posters. Price \$8/bag. Kaitlin will get disposable tablecloths, small bags, and cash from Deb Jones. Kathryn will send a checklist. Kaitlin, Ella and Sue will cover the event.

12/15/2017

**New Business:**

- Budget - We discussed FY19 budget, but need a couple of numbers from Deb Jones before finalizing and voting on it at the December 14 meeting. Dehumidifier - this purchase will be made in this FY. The board discussed the use of the Byrne Foundation grant in FY 18 and voted to pay 4 hours per week of the Library Director's time with the grant for this fiscal year, and to use the grant to pay for an additional .6 hours per week if needed.
- Other new business items were postponed to the December meeting.

**Executive Session:**

- The board entered into executive session. No action was taken.

**Upcoming Dates:**

- Cookie Walk - **Saturday, December 9th from noon to 3 PM.**
- Next Meeting (note different night and date) – **Thursday, December 14<sup>th</sup> at 6:30 PM**, the public is invited to attend. Please send agenda items to Katherine Roe the week prior to the meeting.