

FINAL

**Board of Trustees Meeting Minutes
Baxter Memorial Library
August 22, 2017**

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

Absent: Deb Hopkins, Trustee

NEW BUSINESS

Meeting Minutes: Edits were made to the July minutes and they were approved with changes.

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

Librarian's Report: In July there were 344 visitors (194 adults and 150 children). Thirteen programs/events were held with 78 attendants. There were 311 library materials checked out, 259 checked in and 14 renewals (an 18% increase in circulated materials compared to last year).

We discussed the need for an Accident/Incident procedure and form to document any injuries or issues that occur at the library. Sue will draft a procedure for review/approval.

Wednesday AM Storytime has not had a good turnout, but the Nature Club has been very popular. It would help to have older kids there to help with activities.

There will be a library Pizza Party on Saturday, August 26th to celebrate the summer reading program.

Brown Girl Dreaming by Jacqueline Woodson will be read and discussed in September - perhaps with a potluck and a film on race relations.

New Business: Kayleigh is waiting for a check from The VT Dept. of Libraries so she can get training in Auto Graphics by Verso. She will run both it and Library World systems for a while.

Next Meetings:

- Wednesday, August 30th at 6:30 PM to review and approve an Accident/Incident Policy,
- Tuesday, September 12th at 6:30 PM.

The public is invited to attend. Please send agenda items to Katherine Roe the week prior to the meeting.

9/30/2017