

**FINAL**

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
February 15, 2018**

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

**Absent:** Deb Hopkins, Trustee; Ellamarie Russo-DeMara, Trustee

**Meeting Minutes:** Minutes for January 20<sup>th</sup> were reviewed and approved.

**Financial Report:** The warrants were signed and the financial statement reviewed and accepted. The Byrne Foundation grant proposal was mailed this month.

**Librarian's Report:** In January there were 348 visitors (203 adults and 145 children), a 13% increase compared to January 2017. Eight programs/events were held with 91 attendants. There were 316 library materials checked out, 350 checked in and 62 renewals (a 15% increase in circulated materials compared to last year).

Kayleigh cleaned up the patron list in preparation for migrating the data to the Verso system, which has begun. We have a March 18<sup>th</sup> deadline for the switchover, although we may be able to extend Library World for a few months if needed. Kayleigh has attended a training session and started using the system through the state's Clover.<sup>1</sup>

Kayleigh spoke with Carole Bando who is interested in becoming a Trustee. Katherine knows her from TSA and will call her.

Kayleigh documented the unwanted behavior by a patron using the town's sexual harassment form and gave it to the town on 2/15/2018. The Town reacted immediately by contacting Ryan Kane, the town's lawyer, for guidance. Ryan suggested that Kayleigh get a Stalking Protection Order from the sheriff's office, but Kayleigh is worried about provoking the patron with this order. Ryan Kane is going to discuss this issue with a co-worker and will get back to us.

Kayleigh received guidance and several examples from the VT Dept. of Libraries to use to draft a "Patron Behavior Policy". Kayleigh will circulate her choice of policy to the library board and forward it to the town to have Atty. Kane review it to make sure it is legal and provides us with a workable remedy to any unwanted patron behavior.

The Trustees would like the SB to have the sheriff stop by the library at least once a week to provide a presence and a friendly face for the children that are there. The town will have an electrician install a panic button (perhaps wearable) next week.

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<sup>1</sup> CLOVER stands for Collaborative Libraries Of VERmont. CLOVER replaces the antiquated VALS system. The time-consuming VALS process for borrowing materials from other libraries will be simple, short, and straightforward with CLOVER.

We asked Kayleigh to leave the library as quickly as possible with any patrons who might be there any time she feels threatened.

The ILL book delivery service has not yet been taken over by VTLib. It is still with Green Mountain Library Consortium (GMLC) which charges \$15/stop for delivery. GMLC also has ListenUp Vermont. Kayleigh will contact them to find out how many patrons use the service. Their Overdrive Advantage, with an expanded list of titles, has an initial cost of \$1000. Kayleigh will wait until Versa is up and running before exploring these options.

Trustee Training: There is a library conference in May at Lake Fairlee with several topics of interest to Trustees who are encouraged to attend. Katherine suggests we view “Short Takes” training webinars at our Trustees meetings; they are approximately 10 min. long.

Kayleigh said that Ken Wright told her that Downer Forest Fund might be available to help maintain the library building including windows and light fixture repair.

**Old Business:**

- The floor grommet was installed.
- Kayleigh spoke with the Town about library building maintenance. Ken Wright will install coat hooks and replace several lightbulbs.
- Spring Building Maintenance projects: fill the hole in the parking area by the back door; install a dimmer switch for the overhead lights; purchase fence rails; Art Stacy will remove the cracked front light fixture.

**Unfinished Business:**

- We will finalize Trustees duties and responsibilities at the March meeting, after Town Meeting and the appointment of new Trustee(s).

**Upcoming Dates:**

- Next Meeting (note we go back to Tuesday) – **Tuesday, March 20<sup>th</sup> at 6:00 PM**, the public is invited to attend. Please send agenda items to Katherine Roe the week prior to the meeting.