

**Board of Trustees Draft Meeting Minutes
Baxter Memorial Library
January 15, 2019**

Present: Sue Sellew, Chair; Katherine Roe, Treasurer/Secretary; Carole Bando, Trustee; Eileen Lanza, Trustee; and Kayleigh Rodig, Library Director.

Meeting Minutes: Approval of the minutes of December 18, 2018 was postponed until all board members arrived and then not taken up again.

Financial Report: Trustees reviewed 12/31/18 financial statements and signed warrants. Katherine noted that the money market account is not closed, and that we asked that it be closed in September 2018 when we transferred most of the money in it into two Certificates of Deposit. She will check if the money market account accrues any significant interest (financial statements indicate under \$15 per year) and if not, ask the town Finance Manager to transfer the money left in the money market account to our checking account. Our intent is to simplify matters so that the board has just one account (and two CDs) to keep track of. Sue asked if we had received our First Light state reimbursement check for internet in FY18. (Confirmed: financial statements indicate that we received the check in November 2018; it was for \$1,536. This was \$160 over our estimate; the extra \$160 is listed in miscellaneous revenue in FY19.)

Librarian's Report: In December there were 368 visitors (180 adults and 188 children), a 20 % increase compared to December 2017. Eight programs/events were held with 89 attendees. There were 271 library materials borrowed from Baxter Memorial Library and 72 from ListenUp Vermont. Combined, this is a 20% increase from last year. Nineteen books were borrowed and 11 lent to other libraries through Interlibrary Loan (ILL). 2018 Totals: Attendance: 4,763; Checkouts: Library 3,462, ListenUpVT: 713, Interlibrary loans: 317.

The library's first art show (artist: Jools Skeet) was hung and work continues on plans for February's Blind Date with a Book. The *Small Animals: Parenting in the Age of Fear* program is postponed until early February. Luna Skeet Browning has begun work on the children's corner mural she is painting for the Library. This project will be funded by an anonymous donation and will not exceed \$900 in cost. The board reviewed several working sketches of the mural. The town's maintenance person will affix the grommets to the floor.

Old Business:

- **Sharin' Stories.** Carole Bando recorded our first Story with Carol Sheldon.
- **Thank You Notes.** Sue updated the Thank You notes with the full tax-deductible information provided by the town and gave them to Kayleigh to use throughout the year when gifts are made to the Library.

New Business:

- **New Trustees.** Suggestions for candidates for the three open seats that will be voted on at Town Meeting were made. Sue or Kayleigh have spoken with Stephanie Gergely Davis (yes), Eliza Haun (yes) and Eric Cornell or Nicole Forest (maybe) about serving on the board. Mary Stoddard is also a possible trustee candidate. The following three vacancies will need filling:

Term ends 2019 (3-year term)	Kaitlin Reid (resigned)	<i>vacancy</i>
Term ends 2019 (3-year term)	Ella Marie Russo (resigned) <i>Eileen Lanza Appt'd</i>	<i>vacancy</i>
Term ends 2020 (3-year term)		Sue Sellew
Term ends 2020 (3-year term)	Katherine Roe (resigned)	<i>vacancy</i>
Term ends 2021 (3-year term)		Carol Bando

- **Volunteer/Friends Group Valentine's Tea.** Trustees set Saturday, February 9, 2019, 2-4 p.m. as the date and time for an appreciation tea for current, past and future volunteers. Kayleigh and the board will report on library activities, seek volunteer input, and see if there is leadership interest in forming a Friends of the Library group. The event will also kick off sales of the quilt raffle tickets and Blind Date with a Book books will be available.
- **Quilt Raffle Fundraiser.** Eileen will look into purchasing raffle tickets. She and Carole will coordinate to get a photo of the quilt to go on the tickets. The quilt is queen sized and well underway – Eileen brought in her work so far. Trustees LOVED the pattern, colors and fabrics selected. We set the raffle drawing date as our March meeting (tentatively March 19); if ticket sales are slow, we could postpone. (We don't want to go too far into the warmer weather, as we think interest will drop off then.) Katherine reported that she received permission from the Town Clerk for the Library to have a table at Town Meeting (in the school foyer) to sell quilt raffle tickets. We will schedule table coverage at our February meeting.
- **Library use policy review.** We discussed our current policy; Sue and Kayleigh will work on a new, simpler draft. Trustees voted to change the door code on the building every January; Kayleigh will do so this month.

Upcoming Meeting Dates: Tuesday, February 19, 2019. The public is invited to attend. Please send agenda items to Sue Sellev the week prior to the meeting.