

**Board of Trustees Draft Meeting Minutes**  
**Baxter Memorial Library**  
**April 23, 2019**

**Present:** Carole Bando, Chair; Sue Sellew, Secretary/Treasurer; Stephanie Gergeley-Davis, Trustee; Paula Duprat, Trustee; Mary Stoddard, Trustee; Kayleigh Rodig, Library Director.

**Visitors:** Deb Jones, Finance Manager, Town of Sharon

**Financial Report:** Deb Jones explained in detail the “Budget to Actual and Proposed Budget Report” financial report, the “Grant Eligible Hours”, the Baxter investments, and the “Combined Balance Sheet – Operating and Investment Funds”. The Selectboard signs the payroll warrant, but that is the only library fund they approve. Trustees approve all others and all trustees present should sign them. Trustees signed the 3/31/19 warrants, and Deb left at 7:20 PM. Thank you Deb for your time!

**Meeting Minutes:** The minutes of March 26, 2019 were approved without change.

**Librarian's Report:** In March there were 395 visitors (213 adults and 182 children), a 37% increase compared to March 2018. Seven programs/events were held with 55 attendants. There were 340 library materials borrowed from Baxter Memorial Library, 64 from ListenUp Vermont, and 22 through Interlibrary Loan (ILL). Combined, this is a 7% decrease from last year. I applied for a grant and received \$3,000. The donor wishes to remain anonymous. The grant money will go towards staff hours and materials directed toward youth services.

**New Business:**

Mary agreed to be the new Volunteer Coordinator, replacing Dee Gish who has had the job for several years. Stephanie is working on the next newsletter and will include information on volunteer opportunities. Kayleigh will schedule volunteer training sessions. Paula would like us to keep track of volunteer hours.

We reviewed the Book, Plant & Baked Goods Sale Cheat Sheet and volunteered for duties.

**Old Business:**

Stephanie’s husband, who is an engineer, looked at the water drainage problem around the library and had a couple of suggestions for repair. He will talk to the Selectboard.

The Montshire Museum charges \$156 for 12 passes, Carole will find if these are family or individual passes.

**Upcoming Dates:**

- Thursday, May 16, 2019 - Trustees meeting. Please send agenda items to Carole Bando.
- Saturday, June 1, 2019 - Book, Plant & Baked Goods Sale