

**Board of Trustees Meeting Minutes**  
**Baxter Memorial Library**  
**June 27, 2019**

**Present:** Kayleigh Rodig, Library Director; Carole Bando, Chair; Paula Duprat, Trustee; Stephanie Davis, Trustee (taking minutes); Mary Stoddard, Trustee

**Absent:** Sue Sellew, Secretary

**Financial Report:** Grant received from State for \$200 for summer performance. Copies of checks from Plant and Book sale were received. Paula has those documents. Warrants signed

**Meeting Minutes:** The minutes of May 16, 2019 were approved without change.

**Librarian's Report:**

- In May there were 448 visitors (244 adults and 204 children), a 5% increase compared to May 2018. Seven programs/events were held with 54 attendants. There were 281 library materials borrowed from Baxter Memorial Library, 66 from ListenUp Vermont, and 16 through Interlibrary Loan (ILL). Combined, this is a 9% increase from last year.
- Dan Jones installed railings in the stairwell down to the basement. He also patched up the wall that used to have the router attached to it. I would like to hang the portrait of Baxter here, but will wait until it has been cleaned. Last year the air conditioning unit was no match for the high temperatures we experienced last summer. I brought in two of my box fans regularly. I would like to either request a donation or purchase some fans for the library. I had Mike Tisdale meet me at the library to help work out some of the quirks with the public computers. We were able to take care of some of the issues, but not all due to the age of the computers. The library was used as space to conduct interviews done by the elementary school. They send their thanks. I continue to hear concerns about the condition of the road leading to the parking lot. I was in communication with TSA about applying for the Vermont Reads program, but never received confirmation on participation.
- During the summer, Russ Patton will be leading LEGO Club every Monday morning. I have scheduled four storytelling sessions with Jools Skeet in July. Comic artist, Marek Bennet, will be leading a comic drawing workshop in July as well. This will partly be paid for by the summer performer grant awarded to us by the Vermont Dept. of Libraries. I visited the elementary school library and talked with the 1st and 2nd grade students about the library and summer reading. Unfortunately, I was not able to fit it into my schedule to meet with the other grades. I decided to purchase the Billings Farm & Museum pass.

- Housekeeping projects I will be looking for help with over the summer include finishing staining the gazebo, repainting the drop box, cleaning and painting the entryway, and washing the rugs.
- Vermont Reads Program will not happen next year due to late timing. No confirmation from TSA to do program for 2019-2020. Book title for following year usually comes out during summer. Stephanie signed up to receive emails and will take this on to encourage early planning with TSA middle and high school and community next year.
- Kayleigh wants to paint entryway before she leaves. Can we ask Dan Jones to do this?
- The outdoor sign is busted and Kayleigh is going to throw it away. We need to get a new sign. They can get expensive quickly so we need to come up with a plan for a new outdoor sign.
- Kayleigh will be leaving the Director of Library position August 2, 2019.

### **New Business:**

- We talked about hiring new Director for the library. We noted the importance of communicating to interviewees how the role of the library as a community hub versus a quiet, “traditional library space”. We’d like to create a hiring committee and update the job description. Paula and Carole would like to be on the hiring committee. Catherine Freese, Rachel Clark, Nicole Antal, Meg Hopkins, Cheryl Foote’s names were suggested to join committee. We’d like 3-5 people on the committee. We would like to grow this position. We can advertise on Vermont Library Association website and listserv, Valley News, Sharon Listserv. Kayleigh thinks 3 people applied total when she did. Nicole has suggested that a community mindset is important and the library skills can be learned. 24 hour position. 16 hours while library is open, 8 hours of administrative work. Carole will reach out to Catherine and Cheryl Foote. Mary can step in at the end of July while Paula is away.
- What can we do as a Board to help people stay longer? Kayleigh thinks it is great to try and find a younger person. It’s a hard schedule to have with young children and family. Recent retiree could be a good hire too. They still have energy and perhaps care less about the financial piece.
- Are we stuck on the 2-6 hours? These hours are important to the town. Kids can come after school or on the way home from work. Consistent hours helped people keep track of when library is open. Kayleigh can see the reasons for doing a morning and evening. Revisiting the hours is worth a discussion. Summer is always different. It is important to always have one evening. Let’s revisit this conversation with a potential hire. Perhaps put into job description that we are open to changing our open hours.
- Kayleigh will help with training in August. Kayleigh will let us decide how many hours she will work, as it will be paid time for her.
- We looked at “Friends of Library” Tri-Fold. Mary suggested that we create a Tri-Fold for the Baxter Memorial Library instead of sending an official fundraising letter. This could

be a great way to start working towards a Friends Group. We would need to decide what a Friends Group would do. Mary offered to write something up for the next meeting. Note in document that money will be used for programming and general budgeting. Paula has documents on Friends Groups that she will share with Mary. Mary will talk to Deb about how we can use money from the Friends Group. Maybe not call it officially a Friends Group and instead use same model as a general fundraising letter. Add line item to pamphlet asking about interest in starting a Friends Group.

- Carole and Mary reported on VLA and VT Dept. of Libraries Conference
- Summer programming is scheduled only for July this year. Kayleigh is still debating scheduling an end of summer program. She is going to think a bit more. She was encouraged to do it, especially as a chance to say good bye to the community.
- Feedback on adult evening library from about three people. One person liked idea of cribbage night. This is easy. Another person wanted more speakers. Carole is proposing hosting a cribbage night once a month. She will be in charge of organizing the event. Carole and Mary will learn cribbage! Goal will be to begin cribbage program in September.
- Paula has thought about having a morning for young families, perhaps Tuesdays from 9:30-11:30 starting in August. Advertise it as a trial. Library will be open with perhaps a formal program or activity.

### **Old Business**

- Water drainage issues are moving forward.

### **July Agenda Items**

- Review/Approve Library use Policy Revision
- Draft Procedure for notifying students and families when library is closed
- Confirm Tuesday mornings library is open
- Follow up on Fundraising Letter/Friends of Library Group
- Create Donor Spreadsheet
- New Outdoor Sign Options
- Discuss Book, Plant and Baked Good Sale and make notes for next year