

Board of Trustees Meeting Minutes
Baxter Memorial Library
July 16, 2019

Present: Kayleigh Rodig, Library Director; Carole Bando, Chair; Sue Sellew, Secretary; Stephanie Davis, Trustee; Mary Stoddard, Trustee

Absent: Paula Duprat, Trustee

Financial Report: Deb Jones stopped by with the budget report; we ended FY19 with a net revenue of \$3050.56. We reviewed and approved this report and signed the warrants. We need to consider expanding the Grant proposal next January to include adult programs so we can request additional money. [Sue added it to the future agenda list.]

Meeting Minutes: The minutes of June 27, 2019 were approved without change.

Librarian's Report:

- In June there were 350 visitors (183 adults and 167 children), an 8% decrease compared to June 2018. Six programs/events were held with 39 attendants. There were 324 library materials borrowed from Baxter Memorial Library, 52 from ListenUp Vermont, and 24 through Interlibrary Loan (ILL). Combined, this is a 19% increase from last year.
- Volunteers were able to cover all but one weekday afternoon while Kayleigh was out of town in June.
- Summer Reading is off to a nice start.
- The park and museum passes are popular.
- The more efficient ILL system is making it easier to get copies of books needed for Middle and High school summer reading requirements.
- Carole Bando took the rugs and cleaned them.
- The Comic Workshop is scheduled for Wednesday, July 31st at 3:30 PM.

New Business:

- The Summer Reading/Farewell Party for Kayleigh will be held on Monday, August 5th at 5:30 PM, finger food is recommended.
- We voted to approve Kayleigh's wage increase and documented it in a memo to the Selectboard. We (regretfully) voted to accept Kayleigh's resignation and documented it in a memo to the Selectboard. Both were signed by Carole.
- Catherine Freese has agreed to be our interim librarian until we hire a permanent replacement.
- Several people have requested information on the Library Director position. We will not require two letters of recommendation, just the names of contacts.

- Kayleigh will help with training in August. She will decide how many hours she will need based on the experience of the new librarian. She will be paid at her new rate.
- Kayleigh has drafted two new policies: Child Safety and Closing Policy. She will send them to the Trustees for review and edit. We will approve them in August.
- We discussed starting the cribbage night in September.
- Paula has offered to open the library on morning a week, perhaps Tuesdays from 9:30-11:30 starting in August. Kayleigh will confirm with Paula.
- Carole will order a rubber stamp to use for the VLA Passport program.
- We discussed the outside sign and agreed that we like the Seven Stars write-on sign. Perhaps the existing sign posts can be replaced with taller posts to make room for a sign.
- Kayleigh will make a list of suggested projects that the new librarian might tackle.
- We will be open regular hours on Saturday, August 10th for Old Home Day. Perhaps an extra volunteer can invite people to join the library and give stickers to the kids.
- We decided to go ahead with a fundraising letter this year and pursue a Friends group in the future. Trustees must maintain a spreadsheet with names so donors can be thanked.

Old Business

- No suggested changes to the Book, Plant and Baked Good Sale cheat sheet

August Agenda Items

- Review/Approve Library Policies
- Follow up on Fundraising Letter
- Create Donor Spreadsheet (perhaps Coley can help?)