

**Board of Trustees Meeting Minutes
Baxter Memorial Library
June 21, 2016**

Present: Kayleigh Rodig, Librarian; Katherine Roe, Chair; Susan Sellew, Secretary; Deb Hopkins, Trustee; Kaitlyn Reid, Trustee, Ellamarie Russo-DeMara, Trustee

Guest: Paula Duprat, Friends of Baxter Library

NEW BUSINESS

Meeting Minutes: We reviewed and approved the minutes from May 17th. Sue is to send approved minutes to Margy to put on the Town's website.

Financial Report: We reviewed and accepted the 5/31/16 "Budget to Actual" report provided by Deb Jones and signed the warrants.

Librarian's Report: There were a total of 325 visits to the library in May (188 adults and 137 children), which may be a record. A total of 218 items were checked out of the library and 234 items checked in. There were 17 programs held which attracted 103 people. Pamela Perkins conducted a storytime and Kayleigh is working with other people to conduct future storytime programs. Kayleigh is working with Catherine Freese on the summer reading program. She will give a \$25 gift certificate to the Norwich Bookstore for each grade to encourage reading.

Kayleigh purchased a subscription to Minecrafters. TSA students still have several books checked out. We need to set up an ID system for books checked out to TSA and a separate bookshelf in the school for the books. She will have a weekly presence in the Sharon schools starting in September. Library volunteers could help by verifying the database against shelved books.

Kayleigh will be on vacation July 5, 7 & 8 – we need to arrange coverage for those days.

Friends of the Library: Paula Duprat attended the meeting as a representative of the Friends group to give an update on their progress with obtaining 501c3 tax status. She spoke with a lawyer friend that thought rather than a lawyer the Friends needed a tax accountant. She will speak with his recommended accountant. She also plans to contact the 26 people who are interested in the Friends group and will work with Nicole to develop a timeline and action list.

OLD BUSINESS

We reviewed and approved the "Board of Trustees Bylaw" and "Mission Statement and Policy". Kayleigh said the Book, Plant & Pie Sale took a month of her time, which took away from the library. We hope that the Friends group can take on most of these tasks in the future.

We voted to increase Kayleigh hours to 24 per week starting July 1, 2016.

Library Building: Sue contacted Conant Custom Brass about the cracked exterior sconce. They have experience working with cast iron light fixtures and are willing to repair it, but we need to find someone to remove it from the library.

FINAL

Basement: Sue will talk to Margy about removal of the refrigerator and Deb Hopkins will contact the Fairbanks Museum about the stuffed birds. Art Stacy glued the rungs on the chairs.

Executive Session: Kayleigh left the meeting and we went into executive session at 8:41 PM to discuss personnel issues. We came out of executive session at 8:55 PM and voted to add an addendum to the FY16 compensation package.

Tabled: Investment Policy; Building Use Policy; fence repair; thermostat; vacuum cleaner.

Next Meeting: July 19, 2016 at 6:30 PM, the public and Friends of Baxter Memorial Library are invited to attend. Please get agenda items to Katherine Roe the week prior to the meeting.