

**Meeting Minutes**  
**Baxter Memorial Library**  
**July 21, 2015**

**Present:** Nicole Antal, Librarian; Greg Simack, Chair; Deb Hopkins, Treasurer; Margaret Raymond, Trustee; Katherine Roe, Trustee

**Absent:** Sue Sellew, Secretary

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

**Approval of Minutes:** The June 23, 2015 library board meeting minutes were approved with one change (correct typo in reference to July 21, 2015 meeting).

**Public Comment:** None

**Finance Manager's Report:** Deb Jones, Town of Sharon Finance Manager, presented the board with an FY16 Budget Report that included the FY15 final figures from June 30, 2015. Briefly, revenue came in above budget and expenses below budget for FY15.

Ms. Jones noted that the Town of Sharon had just been through the first phase of its annual audit. She noted that the auditor recommended for FY17 that two funds be set up within the town's accounts for the library's financial records:

1. A permanent fund will be set up retroactive to when the town took over the library's financial recordkeeping. This fund accounts for the shared Town/Library cost of operating the library.
2. A special revenue fund will be set up to receive dividends and funds now in the library's bank accounts, as well dividends received and monies raised by the Library in the future. These funds are under the exclusive control of the Library Trustees.

The specific Library building expenses incurred by the Town per the Letter of Agreement between the Town and the Library will be paid for out of the Town's general fund.

The auditor recommended that we investigate hiring a professional to manage the Library's stock. The auditor also advised that having the Town Treasurer as a member of our board was not illegal, but not ideal from a financial controls perspective.

On a motion from Katherine Roe, seconded by Greg Simack, the trustees unanimously **voted** to close the Library's People's United Bank Checking account and People's United Bank Savings account and transfer those funds to the Library's Merchants Bank Money Market Account. Margaret Raymond recused herself from this vote.

On a motion from Greg Simack, seconded by Deb Hopkins, the trustees unanimously **voted** to establish a \$50 petty cash reserve for the librarian to use for small expenses. This is necessary because the debit card currently used by the librarian is linked to the People's United Bank checking account. The librarian will also begin to use the Town's

business accounts and/or credit cards to pay for purchases. The Purchase Order/invoice system will continue to be used for larger purchases. There was some discussion about whether the Library has a \$200 limit on what the librarian can spend without prior approval of the trustees.

Finally, Deb Jones recommended that the Trustees look into establishing a Fund Balance Policy that would guide the Board on how much “cushion” to maintain as a fund balance from year to year. This was prompted by our \$5,616.95 net revenue for FY15. Ms. Jones said that the Town generally uses a 10-20% “cushion” and that the Government Finance Officers’ Association recommends 17%.

**Librarian’s Report:** June was a slow month compared to last year. Adult visits were 122, down from 180. Children visits were 48, down from 80. The children’s visits suffered from no Storytime in June, and the end of the preschool story hour for the summer.

163 items were checked in; 199 were checked out (down from 248 last June). We were closed the Friday before the book sale, and effectively closed on Saturday, June 6, for the Book Sale, which might explain the drop in circulation.

A Vermont Institute of Natural Science Raptor and Reptile program will be held on July 23, 2015. \$100 of the program’s cost will be covered by a State Libraries grant. The summer reading program has 30 children signed up.

There were 5 attendees at the Summer Book Lover’s Potluck. We will try again in the fall with a Fall Book Lover’s Potluck.

We received a \$100 donation from Helen Pettingill. Rachel Clark recently hosted a very successful PJ storytime for children.

## **Old Business**

**Town/Library Letter:** Sue Sellew and Katherine Roe will meet with Attorney Tom Hayes to review three documents: the updated Town/Library Letter of Agreement; a draft Baxter Memorial Library Board of Trustees Bylaws; and a draft Baxter Memorial Library Mission Statement and Policies. On a motion from Margaret Raymond, seconded by Greg Simack, trustees unanimously **voted** to authorize spending up to \$1,000 on the legal review. Sue and Katherine will find out if the Library can use the Town’s Personnel Policy with the exception that the Library will offer vacation and sick day benefits to its librarian. There was also discussion about drafting a set of basic guidelines for operating the Library that do not need to be in the formal policies. For example: how much to charge for a photocopy or to print, how long patrons may be on the computers, how long books may be taken out, etc. This document could be reviewed annually by the Trustees.

**Policy Review:** This item was postponed until after we have the draft policies reviewed by Attorney Hayes.

**Children's Section Assistant Update:** Trustee Deb Hopkins and Librarian Nicole Antal have reviewed seven applications and selected two candidates to interview on July 22, 2015. On a motion from Deb Hopkins, seconded by Katherine Roe, trustees unanimously **voted** on a per hour wage range for the new position. There was some discussion about whether or not a decision to offer employment should be made contingent on the applicant successfully passing a background check. Margaret Raymond or Deb Jones will follow up and research what the town policy might be.

**New Business**

**Library Signage:** On a motion from Greg Simack, seconded by Margaret Raymond, trustees unanimously **voted** to authorize the librarian to spend up to \$350 to purchase a new sandwich board sign for the Library's front lawn. The librarian explained that the letters no longer stay on the old sign. Nicole will also investigate placing an extra Town-owned bicycle rack under the tree on the Library's front lawn to encourage and welcome Library patrons who arrive by bicycle.

Respectfully submitted,

Katherine Roe