

**Board of Trustees Meeting Minutes
Baxter Memorial Library
December 16, 2014**

Present: Nicole Antal, Librarian; Trustees: Greg Simack, Margaret Raymond, Katherine Roe, Sue Sellew

Meeting Minutes:

- The minutes for the November 18th meeting were reviewed and accepted without change.
- Greg will review/edit the document to be printed in the Town Report; Deb Hopkins will forward the final version to Margy; other Trustees have approved it.
- Margaret proposed making a change to the FY15 wage line item to increase the librarian's salary to the annual amount of \$14,560 for FY15 effective the first pay period in January 2015. She also proposed increasing the FICA line item to match the new rate. These motions were seconded by Katherine, all Trustees voted in favor. Note that we were advised by Deb Jones, the town's Financial Advisor, that we cannot vote to change the FY15 budget because it was voted on and approved by the town.
- Deb Hopkins proposed that the FY16 budget be set at \$27,962. Margaret seconded the motion, all Trustees voted in favor.

Treasurer's Report:

- The Cookie Walk made \$414, thanks to the hard work of the Friends of the Library! In addition, we received a \$200 donation.
- Margaret requested funds from the checkbook and money market accounts so she can open new accounts in the name of Baxter Memorial Library at Merchant's Bank, the bank used by the Town. Margaret was given the \$614 in cash and checks to open these accounts.
- The balance in the checking and money market accounts at **Peoples Bank** will be transferred to the new accounts as soon as the "Letter of Agreement" dated 27 January, 2011 between the Trustees and the Town of Sharon is revised and approved. The draft of this revision currently reads:

"The Town of Sharon was established as the Succeeding Trustee for the Sarah B. Baxter Fund held in trust for the Baxter Memorial Library. These funds shall remain separate from the town's general fund. Trustees of Baxter Memorial Library shall be responsible for managing, spending and investing such funds for the benefit of the library."

We will finalize this agreement at the January meeting and will present it to the Selectboard.

Librarian's Report: Nicole reported the following:

- On 12/12/14 Santa visited the library, there were 42 adults and 47 children at this event.
- Volunteers will have to be trained in the new on-line system.

CORRECTED

New Business

- Next meeting will be January 20, 2015, Greg would like agenda items by January 12th.