

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
August 22, 2017**

**Present:** Katherine Roe, Chair; Susan Sellew, Secretary; Kaitlyn Reid, Trustee; Ellamarie Russo-DeMara, Trustee

**Absent:** Deb Hopkins, Trustee

**NEW BUSINESS**

**Meeting Minutes:** Edits were made to the July minutes and they were approved with changes.

**Financial Report:** The warrants were signed and the financial statement was reviewed.

**Librarian's Report:** In July there were 344 visitors (194 adults and 150 children). Thirteen programs/events were held with 78 attendants. There were 311 library materials checked out, 259 checked in and 14 renewals (an 18% increase in circulated materials compared to last year).

We discussed the need for an Accident/Incident procedure and form to document any injuries or issues that occur at the library. Sue will draft a procedure for review/approval.

Wednesday AM Storytime has not had a good turnout, but the Nature Club has been very popular. It would help to have older kids there to help with activities.

There will be a library Pizza Party on Saturday, August 26<sup>th</sup> to celebrate the summer reading program.

*Brown Girl Dreaming* by Jacqueline Woodson will be read and discussed in September - perhaps with a potluck and a film on race relations.

**New Business:** Kayleigh is waiting for a check from The VT Dept. of Libraries so she can get training in Auto Graphics by Verso. She will run both it and Library World systems for a while.

**Next Meetings:**

- Wednesday, August 30<sup>th</sup> at 6:30 PM to review and approve an Accident/Incident Policy,
- Tuesday, September 12<sup>th</sup> at 6:30 PM.

The public is invited to attend. Please send agenda items to Katherine Roe the week prior to the meeting.