

FINAL

**Board of Trustees Meeting Minutes
Baxter Memorial Library
December 14, 2017**

Present: Katherine Roe, Chair; Kayleigh Rodig, Librarian; Susan Sellew, Secretary; Kaitlin Reid, Trustee.

Absent: Deb Hopkins, Trustee; Ellamarie Russo-DeMara, Trustee

Meeting Minutes: Minutes for November 28th were reviewed and approved with a correction.

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

Librarian's Report: In November there were 525 visitors (207 adults and 318 children), a 63% increase compared to November 2016. Thirteen programs/events were held with 186 attendants. There were 267 library materials checked out, 267 checked in and 44 renewals (a 24% increase in circulated materials compared to last year).

We held a Volunteer Appreciation meeting on November 12th with seven attendees that resulted in a good discussion and suggestions, (see Sue's notes). Kayleigh held a "Love your public library" week with visits from each of the Sharon Elementary classes. She discussed the history of Baxter Library and explained the purpose of libraries. She will hold another session in the spring to encourage participation in the summer reading program.

Old Business:

- We finalized the budget for FY19. We increased the amount that must be raised by fundraising and will need to discuss holding an additional fundraiser at a future meeting.
- We reviewed the draft for the Town Report and made edits.
- Cookie Walk - \$348 was raised, ~\$100 less than last year. Next year we will try to coordinate dates with 7 Stars and Crafts Fair so everything is held on the first Saturday in December. We agreed that it is a long-standing community event and want to continue the tradition.
- We changed the Trustees meeting day and time to the third Thursday of the month at 6:00 P.M. to accommodate Ella's schedule.
- We discussed board member duties and responsibilities. Katherine is stepping down as Chair, and Sue will assume her responsibilities. Kaitlin was asked to take on the Secretary's duties. We need to discuss other board responsibilities in January and possibly recruit new members.
- Deferred to January were discussions on lighting (dimmer switch/outside lights) and the library holiday schedule.

Upcoming Dates:

- Next Meeting (note different night and time) – **Thursday, January 18th at 6:00 PM**, the public is invited to attend. Please send agenda items to Katherine Roe the week prior to the meeting.