

**FINAL**

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
March 20, 2018**

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

**Absent:** Carole Bando, Trustee

**Meeting Minutes:** The minutes of February 15<sup>th</sup> were reviewed and approved with a correction.

**Financial Report:** The \$5K grant Kayleigh applied for was awarded, it is to be used for children's programs. Warrants were signed, there were no financial statements.

**Librarian's Report:** In February there were 294 visitors (174 adults and 120 children), an 8% increase compared to February 2017. Four programs/events were held with 27 attendants. There were 264 library materials checked out, 259 checked in and 22 renewals (a 23% increase in circulated materials compared to last year).

Kayleigh has been preparing for the data migration to Autographics and got a no-cost one month extension to Library World to cover their delay in the conversion. Kayleigh got books for our collection from the VT State Library and purged others.

Sue volunteered to enter patronage numbers into a spreadsheet to show changes in the use of the library over time.

This year is Baxter's 90<sup>th</sup> birthday. We would like to celebrate it at Old Home Day. Art Stacy offered his Model A truck for use in the parade.

**Old Business:**

**Trustee Training:** Sue and Carole plan to attend the Southern Vermont Regional Trustee Training: Saturday April 28th from 9:30 a.m. – 12:30 p.m. at the Brooks Memorial Library in Brattleboro. The State Library Conference will be held on Friday, May 18, Lake Morey Resort, Fairlee. Katherine will discuss with Deb Jones whether there is money in the budget to pay for VLA membership for Trustees.

The Patron Behavior Policy was reviewed and approved with the addition of a directive on evacuation. We discussed having volunteers in the library in addition to the librarian, but did not think it was feasible.

We accept Ellamarie Russo-Demara's resignation. Kaitlin will write notes to thank her and retiring trustee Deborah Hopkins. The following board positions were appointed: Sue-Chair; Kaitlin-Secretary; Katherine-Treasurer and Deb Jones' liaison.

We decided to go back to Saturday hours of 10 to noon. Sue will ask Scott Fisk about the cost of the change to the sign.

### **Unfinished Business:**

- “Short Takes” training webinars at our Trustees meetings
- Panic button discussion – options will change with ECFiber connection.
- Spring Building Maintenance projects: fill the hole in the parking area by the back door; install a dimmer switch for the overhead lights; purchase fence rails; Art Stacy will remove the cracked front light fixture.
- Review the Book, Plant & Pie sale “Cheat Sheet” and start planning the event.

### **Upcoming Dates:**

- Next Meeting (note we go back to Tuesday) – **Tuesday, April 17<sup>th</sup> at 6:00 PM**, the public is invited to attend. Please send agenda items to Sue Sellew the week prior to the meeting.
- The Book, Plant & Pie sale will take place on **Saturday, June 2<sup>nd</sup>**. Note: Kayleigh will be on vacation starting that day.