

**FINAL**

**Board of Trustees Meeting Minutes  
Baxter Memorial Library  
April 23, 2018**

**Present:** Susan Sellew, Chair; Katherine Roe, Treasurer; Kaitlin Reid, Secretary; Kayleigh Rodig, Librarian; Carol Bando, Trustee; Eileen Lanza, Trustee.

**Meeting Minutes:** The minutes of March 20<sup>th</sup> were reviewed and approved.

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

**Librarian's Report:** In March there were 289 visitors (179 adults and 110 children), a 3% increase compared to March 2017. Six programs/events were held with 36 attendants. There were 227 library materials checked out, 241 checked in and 20 renewals (a 27% increase in circulated materials compared to last year).

Book Lover's Brunch was cancelled due to inclement weather, Lego Club is now once a month, the Sharon pollinators will be coming to do a seedball project with the preschooler's and a projector was purchased for the library.

**Old Business:**

**Building and Grounds Maintenance:**

- Scott Fisk was contacted and will change the hours on the sign;
- Katherine will contact the town about grading the driveway, fixing the light, and adding a dimmer;
- Sue received a quote of \$1600 for the repairs to the sconce and will apply to the Downer Fund for a grant;
- Paula Duprat has fixed the fence;
- Kayleigh will ask volunteers to help with staining the gazebo.

**New Business:**

- Book sale tasks assigned and cheat sheet reviewed;
- Sue will speak to Margy about repairing the windows;
- Carole and Eileen welcomed as new trustees.

**Unfinished Business:**

- "Short Takes" training webinars at our Trustees meetings

**Upcoming Dates:**

- Next Meeting **Monday, May 21<sup>st</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>**.