

**Board of Trustees Draft Meeting Minutes
Baxter Memorial Library
February 21, 2019**

Present: Sue Sellew, Chair; Katherine Roe, Treasurer/Secretary; Carole Bando, Trustee; Eileen Lanza, Trustee; and Kayleigh Rodig, Library Director.

Meeting Minutes: The minutes of the December 18, 2018 and January 15, 2019 meetings were approved.

Financial Report: Trustees reviewed 1/31/19 financial statements and signed warrants.

Librarian's Report: In January there were 444 visitors (223 adults and 221 children), a 28% increase compared to January 2018. Ten programs/events were held with 43 attendees. There were 396 library materials borrowed from Baxter Memorial Library and 70 from ListenUp Vermont. Combined, this is a 26% increase from last year. Twenty-four books were borrowed and 10 lent to other libraries through Interlibrary Loan (ILL).

Nicole Antal offered up her time and knowledge for a Tech Help program that was greatly appreciated by many. She hopes to do this monthly but it will depend on her schedule. I showed a movie for families on one of the school's half days. This seemed to be a good time for both me and families and will try to do it again. There was an issue with the soundbar so I will be looking into a solution. Luna has completed her mural and it has been getting a lot of positive responses. It even sparked some imaginary play for a group of kids. Luna will be sending me her invoice soon. I have a rough draft for a grant and will try to finalize it this month.

Kayleigh was notified by Billings Farm and Museum that they will no longer be giving libraries a free pass. Passes will now cost \$200.00 a year and will only cover the main museum and not special events. I have not made a decision yet as to buy one this year. VINS has also changed their policy. A pass will no longer offer free admission, but a discount. Entry will now be \$5.00 a person.

Sue will call the Montshire Museum to see if any kind of arrangement can be worked out for a pass for Baxter patron use; Kayleigh will explore if the Fairbanks Museum has a pass program. Trustees also talked about cycling through one pass per year, if the cost of multiple passes becomes too much.

Kayleigh noted that the town had added hardpack to the puddle at the base of the back-entry ramp, and dug a trench in the snowbank to divert snowmelt and rain water from draining into the basement. The basement is drying out after the thaw and related flooding.

Old Business:

- **Trustee recruits.** At Town Meeting, Sue will nominate Stephanie Gergeley, Mary Stoddard and Paula Duprat for the vacant trustee positions.
- **Volunteer tea.** Four volunteers and Deb Jones attended. All enjoyed delicious treats, conversation and tea. Suggested improvements for next time: shorten it, try early November, be prepared with talking points/anticipated project ideas.
- **Quilt Raffle.** Ticket sales are going well. Kayleigh is regularly transferring purchased tickets and funds raised to Deb Jones at the Town offices. Deb will store the tickets until the drawing on June 1, at the Library's Book, Plant and Pie sale.
- **Library Use Policy revision.** Trustees reviewed the draft revised policy. They suggested that the Board and the Library Director should share responsibility for approving exceptions to the policy. Sue will make this change and bring the policy back to the Board for approval.

- **Sharin' Stories.** Carole Bando would like help from the other trustees. It is hoped that our new trustees will help with this project.

New Business:

- **Thank you to outgoing trustees.** Sue, Carole and Kayleigh provided a delicious dinner and lovely daffodil pots to Katherine and Eileen, as thanks for their service.
- **Quilt raffle ticket sale at Town Meeting.** Sue will sell tickets from a table at the March 4 school meeting and Carole will do the same at the March 5 town meeting. They will bring the quilt for display.
- **Town meeting preparations.** Sue will attend Town Meeting and field questions that come up about the Library.
- **Fundraising – donor spreadsheet.** Sue asked Coley Forest about setting up a spreadsheet. Coley suggested Google Docs, in a format that would keep donor data, but keep the donor's name anonymous. It could also generate a reminder to thank donors.
- **Trustee duties month by month.** Sue drafted a calendar of month by month duties; Katherine reviewed it and gave her input. Sue will revise and share with trustees.

Upcoming Meeting Dates: Tuesday, March 26, 2019, welcome new trustees. Tuesday, April 16, 2019, invite Deb Jones to explain the financial report. The public is invited to attend. Please send agenda items to Sue Sellew the week prior to the meeting.