

**Baker Free Library
Board of Trustees Meeting
August 5, 2008
Meeting Minutes**

1. **Call to Order:** The meeting was called to order at 5:23 pm. Present at the meeting were Elizabeth Foy, Colleen Haggerty, John King, Lisa Richards, Tom Ives, and Library Director Lori Fisher.

2. **Approval of Minutes:**

7/9/08 minutes – Change proposed to say that town audit for the library, not at the library, will begin August 11. Change moved by John, seconded by Tom, and motion passed 5-0.

3. **Treasurer's Reports:**

- a. Monthly budget as of 6/30/08: Tom reported that \$7.07 will be returned to the town as unspent. Motion by Tom, seconded by John, and motion passed 5-0. New equipment funds of \$1,282.83 are being carried forward into the new budget period. Purchase of new telephones (\$615.00) is being moved into new equipment costs. John moved to approve the amended budget, Colleen seconded, and motion passed 5-0.
- b. Special expenditures reports: Colleen reported the July bank statement has not been received yet. The budget as of June 30, 2008, with a closing balance of \$3,518.10, was moved for approval by John, seconded by Lisa, and motion passed 5-0.
- c. Bank forms: Bank signor forms were signed by trustees, and Colleen will return the forms to the bank.

4. **Director's Report:**

- a. Gates grant requirements: Lori received the grant agreement letter with training details. Training will be held in Portland, Maine, September 10-11, and is mandatory. Lori is looking for one trustee to join her, particularly for the sessions on marketing and fundraising, with all costs paid by the grant.
- b. 2003 BFL Technology Plan: Needs to be updated.
- c. Update on personnel and hiring: Lori interviewed 3 applicants for the PM circulation assistant, and hired a high school junior. A motion to hire the applicant was made by John, seconded by Colleen, and motion passed 5-0. Lori will be interviewing tomorrow and next week for the library assistant position; there were 3 applicants, and a candidate will be selected and hired by the end of August.
- d. Library fall programming update: Lori shared a tentative schedule for September-December, which includes restarting Saturday programs once a month. Lori will be holding on teen programs until she meets with the schools and develops a teen advisory

committee. She is also planning to offer book delivery to the schools. Programs for January-June 2009 will be planned in September.

e. Collection development update: The CD Committee met last month, and is working on refining the policy, with a next meeting planned for August 8. The policy will include DVD fine policies. Lori would like to purchase Book Page, a newspaper with information for patrons on new books; cost is \$230 per year for 50 copies per month. The museum passes program, sponsored by the Friends of Bow Library, has been revamped to include 8 institutions; a press release will be done with information for residents. Lori is reviewing the Avalon westerns and romances subscription, as they do not circulate often. She is also reviewing the usage of large print books. Next year Lori would like to develop a travel collection. The September meeting will include discussion of expanding the library website.

f. Notary public inquiries: No staff are currently notaries, and this has been requested by several patrons. Lori will review any potential liability issues.

5. **Old Business:**

a. Approval of revised vacation policy: Lori suggested revisions to the policy to state that years of service must be in a benefits eligible position, and that vacation accruals commence upon a staff person's first work day in a benefits eligible position. Lisa moved to approve the changes, Colleen seconded, and motion passed 5-0.

b. Holiday policy: Lori added the eleven specify town holidays per calendar year to the holiday policy. John moved to approve, seconded by Lisa, and motion passed 5-0. There was also discussion about the inclement weather policy, and Lori will present a recommendation at the next meeting. Lori asked about allowing the library to close at 4:00 PM on the day before Thanksgiving, Christmas Eve and New Years Eve. This will be added to the holiday policy, and voted at next meeting.

6. **New Business:**

a. BFL trustee retreat: Will be held in mid-September, with location and date to be determined by Elizabeth. Topics will include library website and 5-year strategic plan.

b. Town capital improvement plan: Lori is being asked about parking issues, technology, and use of the library basement.

7. **Correspondence:** Thank you notes received from Jennifer Ericsson and Ginny Babczak.

8. **Next Meeting:** Date and location to be determined for strategic planning session.

9. **Adjournment:** The meeting was adjourned at 6:29 pm, on a motion by John, seconded by Elizabeth, and motion passed 5-0.

Respectfully submitted,
Lisa Richards