

Baker Free Library  
Board of Trustees Meeting  
November 9, 2011

Final Minutes

1. Call to Order. Colleen Haggerty called the meeting to order at 5:04 pm. Also present were Ann Hoey, Tom Ives, Lisa Richards, Ingrid White, and Library Director Lori Fisher.

2. Minutes. Ingrid moved, and Tom seconded, approval of the minutes of the October 12, 2011 Board meeting. They were approved unanimously. Lisa moved, and Colleen seconded, the minutes of the October 31, 2011 Board meeting. These minutes were approved unanimously.

3. Treasurer's Report.

- a. The October 2011 monthly report was reviewed and discussed. Tom asked about the higher sewer payment, and Lori indicated that it is paid quarterly. Lori will look into the benefits payments to explain why they seem higher. Lisa asked about the DVD line and Lori explained that the amount reflects the fact that reimbursements have been credited to the account and payments for DVDs are not yet recorded. Ann moved, and Lisa seconded, and the trustees voted to accept the monthly report.
- b. The October special expenditures report was not available for discussion. Colleen moved, and Ingrid seconded, to table discussion of the report until the December meeting. The motion was passed unanimously by the trustees.
- c. No donations were reported for the month.

4. Director's Report

- a. Town department heads' meeting summary: The combined budget and select board's review meeting is scheduled for Saturday, December 10 at the town hall. Lori encouraged all trustees to attend the meeting. Lori also reported about the different plans for introducing warrants regarding the building of the Town Center.
- b. Friends of BFL update: The bag sale will end on November 26. The art contest received 17 entries and awards were given. Lori will talk with the Friends about the need for a two-week notice for any programs.
- c. January-October 2011 statistical summary: The library is seeing increased use of all formats and programs. Ingrid and Lisa suggested that the 5,000<sup>th</sup> library patron be recognized in a special way. Lori plans to use the library use value calculator in the town report to demonstrate the value of the library to the community.
- d. The trustees were invited to the luncheon and reception for Charlotte Buxton on November 16.
- e. Building/Grounds maintenance update: Lori reported that the town plow had hit the curb and buckled the sidewalk. The town will make repairs at town expense.

## 5. Old Business

### a. Basement renovation

1. Update on status with Chris Carley: The building committee will meet tomorrow, November 10 at 5pm to receive his estimate. Tom, Ingrid and Lisa will attend. The Building Committee needs to make a recommendation on how to proceed and to do the warrant article for what we will ask the Town to raise toward the project. Chris Carley will be asked to attend the December 10<sup>th</sup> budget meeting. Tom will invite John Urdi to attend the December Trustee Board meeting.
2. Building Committee composition update: Lisa reported that she spoke with Paul Rizzi and he agreed to serve on the Building Committee. Ingrid noted that, because of her position with the NH Bank Commission, she could potentially have a conflict of interest with the Merrimack County Savings Bank (Paul Rizzi's employer). If a conflict arose, Ingrid said that she would resign from the Building Committee. Colleen moved to appoint Paul Rizzi as a public member at large of the Building Committee. Lisa seconded, and the trustees unanimously approved the motion.
3. Library parking discussion and update—There was nothing to report at this time.

## 6. New Business

- a. Fundraising for basement renovation: Lori will get names of fundraisers so that the Building Committee can start those efforts in January.
- b. Draft e-Reader Lending Policy—The trustees reviewed the policies and the agreement. The following revisions were made:
  - Change “librarian” in #2 of policy to read “library staff person.”
  - In #6 of policy, begin the first sentence with “Patrons may not...”
  - On the agreement, make bold the sentence that reads “ I agree to the Baker Free Library E-Reader Lending Policy (on the back of this form).”

Lisa requested that Lori track the e-reader fines separately.

**The next meeting is December 14, 2011 at 5 p.m.**

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,  
Ann Hoey, Secretary