

**Bow Baker Free Library  
Board of Trustees Meeting  
March 8, 2011  
Final Minutes**

1. Call to Order. The meeting was called to order at 5:05 p.m. Present at the meeting were Colleen Haggerty, Ingrid White, Elizabeth Foy, Tom Ives and Library Director Lori Fisher. Lisa Richards was absent.
2. Minutes of February meeting. The minutes of the February 2011 meeting were adopted as amended by unanimous vote, on a motion by Colleen and seconded by Tom.
3. Treasurer's Report.
  - A) The February budget summary report was reviewed and discussed. On a motion by Elizabeth, seconded by Ingrid, the report was accepted unanimously.
  - B) and C) There was no report of the special expenditures accounts, and there were no donations received.
4. Director's Report.
  - A) The town is purchasing two automated external defibrillators, and the library is going to order one also, at a discounted cost of \$800.
  - B) There is no BFL Friends report this month.
  - C) Spring maintenance issues. There was discussion about hiring a person to mow the lawn this summer. Also, the large tree in front of the library has a large crack. It needs to be assessed by an arborist to see if it needs to be removed or pruned.
  - D) eBooks restrictions. The BFL will be participating in a boycott of Harper-Collins eBooks, along with several other library consortiums across the country. Harper-Collins is seeking to impose a limit to the number of times a library can lend an eBook to 26. After that many loans, the license will expire and have to be repurchased from Harper-Collins.
  - E) Inter-Library Loan (ILL) book loss update. Since last month, the family of the patron who lost several ILL audio books has made a partial payment. Additionally, one library whose books were lost voluntarily waived the fee. There are still 19 outstanding books with a total cost of as much as \$550.49 (down from an estimated

\$1,400 last month). The ILL service must be repaid or else the BFL may be suspended as a member from using its services. The trustees authorized Lori to pay the outstanding book costs involved to the ILL so that these privileges are not suspended. Lori is still pursuing all avenues to recover the items or get reimbursed, including seeking legal action.

F) TeenPak website. Because the BFL was a beta-test user of the features of this new website geared at engaging teens in reading, TeenPak has offered to waive the \$400 startup cost for the BFL. The ongoing membership is \$100 a year.

5. Old business:

A) 2011-2012 Budget. The town budget meeting is tomorrow evening (March 9) and all trustees are encouraged to attend. Ann Hoey will be sworn in as the new library trustee.

B) Elevator maintenance. Lori reported that the first Otis Elevator service call went very well and she is happy with their service. A final letter will be sent to NH Elevator stating the library's position on the most recent bill.

6. New business:

A) The trustees reviewed a long list of safety and security priorities identified by the Bow Police during their walk-through and safety trainings. The library will immediately:

- a. Put a lock on the basement door and close the basement at 5 p.m., except to individuals scheduled to use the meeting room;
- b. Institute a vendor and volunteer sign in / sign out sheet along with ID tag;
- c. Institute a sign in / sign out sheet for anyone going down to the library basement
- d. Sheetrock the small area under the basement stairwell so that it is no longer an open hiding area. Tom Ives will construct this.

B) The meeting room agreement policy was reviewed. It was changed to reflect that the basement will be closing at 5 p.m. Tom Ives made a motion and Ingrid seconded, to accept the revised policy.

The next meeting is Wednesday, April 13, 2011 at 5:00pm. The meeting was adjourned at 6:25 pm.

Respectfully submitted,

Ingrid White, Secretary