

**Bow Baker Free Library  
Board of Trustees Meeting  
May 17, 2010  
Approved Minutes**

1. Call to Order

The meeting was called to order at 4:35 p.m. Present at the meeting were Colleen Haggerty, Tom Ives, Ingrid White and Library Director Lori Fischer.

2. Approval of April 14, 2010 Minutes

Minutes from the April 14, 2010 meeting were approved on a motion by Colleen, seconded by Ingrid and voted 3-0.

3. Treasurer's Report

- a. Monthly Budget Summary: Monthly budget report as of 4/30/10 was reported by Tom. Expenses for the month were at 72%, which is lower than the projection of 83%. However, with the summer reading program coming up, next month's expenses are expected to catch up. Certain expenditures have been consistently lower this year, such as electric and heating. This is due to implementing energy and cost saving measures. Motion to approve the budget by Colleen; seconded by Ingrid. Approved by vote of 3-0.
- b. Special Expenditures Account: Total available in Special Expenditures is \$45,029.73. Motion to approve report by Tom; seconded by Ingrid. Approved by vote of 3-0.
- c. Donations: A \$100 donation was received from the Quarter Horse Association. Motion to accept donation by Tom, seconded by Colleen. Approved by vote of 3-0. Additionally, the trustees expressed their gratitude for the donation of \$35.07 that was received from the Walter A. Kennedy Memorial Trust Fund through the New Hampshire Telephone Association. This donation is to be used for the purchase of technical books.
- d. Bookkeeper / cash register discussion: The trustees discussed the preparation of the Special Expenditure Account and RSA Account monthly summaries. This report has grown more complicated and it was suggested that the report could be prepared by the library's bookkeeper Abe Sheldon- Anderson. In connection with this and to track cash receipts, a cash register should be purchased for use by the staff. The trustees decided to revisit this issue at a later meeting, perhaps in the fall.

4. Director's Report (provided by Lori Fischer)

- a. Ballast replacement: currently, 8 light ballasts need to be replaced. R&T Electric is coming on Friday to provide an assessment of the situation and a quote for the repair.
- b. Gates Grant and last hardware order: The Gates grant money was used to purchase two laptops and printers and a digital projector. The new software for the ILS system has

also been purchased. Additionally, a flip camcorder for the teen advisory board to make videos of their events will be purchased. This will use up the remainder of the Gates grant, which should be fully dispersed by the end of June.

- c. Summer Reading Program: The kickoff for the summer reading program, “Feed your Mind – Read!” will be on June 25 from 5-8 pm. Taylor Rental is supplying a 20x20 tent for use during the event and for most of the summer. The Friends of Bow Library will be volunteering at the event. Entertainment will be provided. Jenny Erickson will be going to all the elementary school classes to promote the reading program. A flyer has already been sent home to all middle schoolers.
- d. NH Libraries and Volunteers project with state librarian. Lori reported that she has been sharing information she has learned about the limits of volunteerism and state labor laws with other librarians around the state. It is hoped that her efforts will clarify legal requirements for employees and volunteers both at Baker Free and around the state. The trustees applaud Lori’s efforts in this area.
- e. NHLA conference: **dear trustees please help me fill in this area! I didn’t write down anything here.**

#### 5. Old business

- a. Wall repair schedule: Tuxedo paint will complete this project before the end of June.
- b. New ILS system timeline: the new system will be in place by the end of June. New book processing will be put on hold for one week while library staff learns the basics of the new system. After training is completed, the new book processing will be added.
- c. Friends update: Lori reported the Friends committee will not be manning a booth at the Methodist church’s Strawberry Festival, but it will have a booth at the Bow Garden Club’s event on June 26. Ingrid reported she attended the Friends meeting in May and was impressed with the turnout and organization of the group. Their corporate status is well under way and they will apply for nonprofit status soon. Ingrid White will be the new trustee liaison for the Friends group.

#### 6. New Business

- a. Parking lot sealing : Sam Cooper will provide patching and 2 coats of sealant to the parking lot and sidewalk , and restriping the parking lot, for \$1,875.
- b. Review Circulation Policy provisions: The trustees reviewed proposed changes to the library’s circulation policy. Major changing included:
  - i. Adding Saturday hours to regularly-scheduled hours
  - ii. Requiring parents to sign cards and renewals for children under 18
  - iii. Referring to RSA 202-A:25, and outlining the procedure by which the director can involve the Bow police to collect overdue library materials
  - iv. Amending the reserved materials policy

A motion to amend the policy as presented was made by Ingrid, seconded by Tom and passed by a vote of 3-0.

- c. Review of Public Internet and Computer Use Policy: the trustees reviewed a proposal to adopt a new Public Internet and Computer Use Policy. Lori drafted the policy by researching and reviewing other library's policies. The policy limits use of the computers to those who hold a valid Baker Free Library card. Card holders under the age of 18 must have express permission from a parent or legal guardian to use the library's computers. The policy will be effective two weeks from its adoption. The policy was adopted upon a motion by Colleen, a second by Tom, and a vote of 3-0.

The next meeting of the trustees will be Wednesday, June 9, 2010 at 4:30 p.m.

The meeting was adjourned by unanimous vote at 5:47 pm.

Respectfully submitted,

Ingrid White, Secretary