

Baker Free Library
Board of Trustees Meeting
March 7, 2012

Final Minutes

1. Call to Order. Colleen Haggerty called the meeting to order at 5:00 pm. Also present were Ann Hoey, Tom Ives, Lisa Richards, Ingrid White and Library Director Lori Fisher.

2. Minutes. The February minutes were reviewed and the following corrections were made: Under New Business—Other, Colleen noted that the last sentence should read: Last year, she had committed to serving one year of the remaining three years of Elizabeth Foy's term, who resigned in March 2011. Lisa moved and Colleen seconded the corrected minutes of the February 8, 2012 meeting, and they were approved by four trustees with Ingrid White abstaining.

3. Treasurer's Report.

- a. The February 2012 monthly report was reviewed and discussed. We are a little over the budget on the oil expenditure, but that is due to the fact that we had to commit to buying a certain number of gallons. Lisa moved, and Ingrid seconded, and the trustees voted to accept the monthly report.
- b. The February 2012 RSA & Special Expenditures Report was not available. Our trustee meeting is one week earlier than usual, and the bank has not yet posted the report. We tabled review and discussion to the April meeting.
- c. Donations—There were none.

4. Director's Report

- a. Town department heads' meeting summary--The town website was supposed to go online March 1, but this hasn't yet happened. The next meeting is scheduled for March 7.
- b. Friends of BFL update—The Friends will hold a book sale from March 26 to June 2. They will charge \$2 per plastic grocery bag of books. Lori mentioned that there's a need to develop a different system to limit donations of materials. People are dropping off too many items that cannot be used/re-sold. The Friends are also conducting a children's clothing sale of gently-used items on May 12, 2012 at the Bow Community Center. Their next meeting is scheduled for March 26, 2012.
- c. February 2012 statistical summary--Circulation, program attendance and computer usage continue to increase significantly. Lori mentioned that staffing may need to increase on Saturdays due to the increased use of the library on that day.
- d. Staffing update—Although jury duty is over for staff and one staff member has returned—with limited hours--from medical leave, others have been out sick. Lori has worked hard to adjust the schedule to cover all of the hours and duties.
- e. Staff professional development--Lori will attend the PLA Conference in Philadelphia from March 15-17. All staff except one have attended e-book

training at the State Library. Lori will look into getting training for the remaining staff member. Lori also mentioned the NH Library Trustees Conference on May 21, where she will be a guest speaker. She is also a panelist at the Small Libraries Summit on April 16 and is coordinating the Digital Summit on June 1. Lori distributed copies of Right to Know law material from the LGC website. She will include these handouts in the new trustee binder.

5. Old Business

a. Lower Level renovation

1. Building Committee update: The committee has interviewed three candidates for fundraiser and will interview two more. Trustees discussed using the special expenditures account to help pay for fundraiser's fees. The money would be replaced as money was brought in from fundraising. The Building Committee will also create a special restricted account for donations for the lower level renovation project after the vote on the warrant article at town meeting. They will develop a longer time line for completion of the project to accommodate extended payment plans for donors.

2. Library parking discussion and update: Town zoning requires that there be one parking space for every four attendees at an event.

3. Public Relations prior to Town Meeting: Lori reported the feedback from staff, and the trustees reviewed slides and offered suggestions on edits and changes. Lori will get 50 more brochures printed for town meeting and 50 additional copies of the floor plan.

b. Town meeting preparation-- Ingrid will speak on behalf of the warrant article.

6. New Business

a. Request to allow staff 2011 vacation use to extend through 5/31: Ann moved and Colleen seconded, and all the trustees approved the request that staff be allowed to extend vacation use to 5/31.

b. Trustee vacancy: Tom moved and Lisa seconded, and all of the trustees voted to appoint Mark Leven to fill the remaining two years of Colleen Haggerty's unfinished trustee term.

The next meeting is April 11, 2012 at 5 p.m.

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,
Ann Hoey, Secretary

