

Baker Free Library
Board of Trustees Meeting
April 10, 2013
FINAL Minutes

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

2. Minutes. The minutes of March 13, 2013 were reviewed. Mark moved to accept the minutes, Ingrid seconded and the minutes of March 13, 2013 were accepted.

3. Treasurer's Report.

a) The March 2013 monthly report was reviewed. Lori noted that the DVD expenses were high only because the figures did not reflect the first quarter reimbursement from DVD fines. Ann moved to accept the March 2013 monthly budget report, Mark seconded, and the report was accepted.

b) The March 2013 RSA & Special Expenditures Reports were reviewed. The trustees asked that the report about the recent donation of stock be included on this report. The stock increased in value from \$2,049.18 to \$2,696.65. Tom moved to accept the March 2013 RSA & Special Expenditures Reports, Ingrid seconded and the Reports were accepted.

c) Donations—Ann moved to accept \$100 for DVDs and \$295 in memory of Gert Page. Mark seconded the motion and the donations were accepted.

d) Leah Shuldiner's bill—Tom moved that we pay Leah Shuldiner's bill for \$4800 out of the Special Expenditure's account. Ingrid seconded, and the motion passed. Trustees also discussed asking Leah to clarify what her role will be moving forward.

4. Director's Report.

a) March 2013 statistics: The trustees reviewed the report. Circulation continues to increase, while computer use and program attendance are down from last year. The trustees discussed the idea of library staff doing more outreach to boost numbers of children attending programs.

b) Town department head meeting: Lori reported that there have been more car and house break-ins. Jack Crisp is the new chair of the Select Board. The Goffstown News will no longer cover Bow and Hopkinton. Lori intends to meet with the Town manager and other stakeholders to discuss a possible monthly newsletter. She thought the school and town could partner to produce a printed publication.

c) Upcoming staff professional development: Molly has been accepted to the online library science master's program at the University of Alabama. Jenny will participate in a webinar on the use of ipads in storytimes. Deb and Amy attended a READS roundtable discussion. Lori will be a panelist at the NHLA Conference in May. Ann and Mark will represent the trustees at the NHLTA Conference, and Ingrid participated in the webcast on fundraising.

d) Upcoming classes and events: Lori highlighted some events in April and May, including special programming during school vacation week and a NH Humanities program on Abraham Lincoln, which is popular with Bow students.

e) eReader lending concerns and court cases: Lori discussed the problems with eReaders' accessibility for visually and hearing impaired patrons. Libraries have been challenged for their use. The Nook Simple Touch is especially non-accessible. Lori plans to phase out the library's Nooks.

5. Old Business

a) Lower Level renovation

1. H.L. Turner status update: Jay has not gotten back regarding the haz-mat issues and the parking feasibility study. Lori will call him.
2. Message Committee update: Lori shared the revised case statement. The flier will be further edited to reduce wording on the right side. One Lower Level Committee member wants a different case statement, and Ingrid raised concerns about some of the edits.
3. Parking Committee update: Tom and Mark planned to develop a written statement outlining the project's parking needs before they approach abutters. They will also arrange to replace bushes on the property line.
4. Foundation creation progress: Ingrid reported that a meeting was held on Monday and the Foundation Board reviewed documents, which will be given to Jim Hatem. A meeting with Terry Knowles is scheduled for April 18, 2013.
5. Pledge card review: Ingrid said she had talked with someone who is interested in being an Administrative Assistant for the project. She would oversee scheduling of interviews, keep book-keeping records related to the fundraising and send thank you notes. Ingrid will ask Leah if she has a job description for such a position.

b) Library roof issue—Ann moved to give Lori the authority to proceed with getting bids on replacing the old roof. Mark seconded and the motion passed.

6. New Business

- a) Telescope lending policy draft: Trustees reviewed the draft. Tom suggested that the loan period be changed from two weeks to one week to give more people a chance to use it. Tom moved to accept the policy draft as revised, Ingrid seconded, and the policy was accepted.
- b) Workplace violence policy revision: Because of state law, Lori deleted the language in the policy prohibiting the possession of a firearm or other deadly weapon in the library. Mark moved to accept the policy as revised, Tom seconded, and the motion passed with Ann abstaining from the vote.
- c) Library closure: Tom moved to approve closing the library at 2:00 p.m. on Saturday, May 25 for annual carpet cleaning. Mark seconded the motion and the motion passed.
- d) Nonpublic session—At 6:06 p.m., Ingrid moved that the trustees enter a non-public session according to RSA 91-A: 3 to discuss a patron behavior issue. Ann seconded the motion, and the trustees voted unanimously to go into non-public session. At 6:12 p.m., Ingrid moved and Ann seconded that the trustees come out of non-public session. The motion passed by unanimous roll call vote.

7. Public Comment—Mark asked that Lori provide more statistics on the use of meeting room space at the library.

8. **Special Trustee meeting date is Monday, April 15, 2013 at 5:00 p.m. in the Meeting Room.**

9. **Upcoming Regular Trustee meeting date is Wednesday, May 8, 2013 at 5 p.m. in the Meeting Room.**

9. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,
Ann Hoey, Secretary