

Baker Free Library
Board of Trustees Meeting
August 29, 2012

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:00 pm. Also present were Ann Hoey, Mark Leven, and Library Director Lori Fisher. Lisa Richards and Ingrid White were absent.
2. Minutes. The minutes of August 1 & August 2, 2012 were reviewed. Mark asked for clarification about the kind of information requested by Leah. Ann Hoey moved to accept the minutes of August 1 and August 2, Mark Leven seconded, and the motion passed.
3. Treasurer's Report.
 - a) The July 2012 monthly report was reviewed. Lori noted that the line for Electronic Media was missing, but that the \$3,909 allocation was accounted for in the total figure. She also explained the negative figure for Library Supplies. The memorial donation funds, which were spent to acquire a cart, account for this figure. Ann moved to accept the July 2012 monthly budget report, Mark seconded, and the report was accepted.
 - b) The July 2012 RSA & Special Expenditures Reports were reviewed. Tom moved to accept the July 2012 RSA & Special Expenditures Reports, Ann seconded, and the special expenditures were approved.
 - c) Donations--none.
4. Director's Report.
 - a) Town department heads summary: Lori reported that the audit for the town and library was complete. The auditor recommended that a formal credit card policy be created for both the town and the library. Lori will present one at a later date.
 - b) Friends of BFL update: Lori hopes to talk with Chris Carley in September.
 - c) Staffing update: Lori has re-structured staff responsibilities and hours. She hired two new staff members: Leah Forrest as the p.m. circulation assistant and Molly Milazzo as the technology library assistant. Ann moved that the trustees accept these new hires, Mark seconded, and the trustees voted unanimously to accept the decision to hire Leah Forrest and Molly Milazzo.
 - d) Facilities update: Lori reported on the leak over the Fiction area on August 13. A plugged drain pan in the attic was responsible; the library lost six ceiling tiles. AGS responded to the emergency call. Lori commended the staff for their quick response and noted that the area was cleaned up and functional within 48 hours.
5. Old Business
 - a) Lower Level renovation
 1. Committee update: The Lower Level Renovation Committee will meet on Thursday, September 6, 2012.

2. Discussion regarding moving the Architect Meeting date. Tom will call Ingrid to discuss, but the trustees felt that we should stick with the date and have those unable to be present send materials.
3. Foundation vs. Friends for fundraising. Lori will get more information from other libraries regarding foundations. Tom will look into opening an account at the bank for depositing donations.
4. Table at primary day. Tom will ask Ingrid if she is coordinating this.

6. New Business

- a) Request from Bow Parks & Rec to use Meeting Room for programming. Ann moved that we permit the Bow Parks & Rec to hold a six-week class (which requires payment by participants) in the library meeting room from September to November of 2012. Mark seconded the motion, and the motion passed.
- b) Chair donation. Ann moved that we accept the donation of a chair from Tom Fagan, Mark seconded, and the trustees voted to accept the donation.
- c) Review draft 2013/2014 library budget. Trustees reviewed and discussed the proposed budget. Lori will get more quotes for the parking lot sealing job.

7. Public Comment--none

8. **Next regular Trustee meeting date is Wednesday, September 12, 2012 at 5:00 p.m.**

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

Respectfully submitted,
Ann Hoey
Secretary