

**Baker Free Library
Board of Trustees Meeting
January 13, 2010
Minutes**

1. Call to Order:

The meeting was called to order at 4:55. Present at the meeting were Colleen Haggerty, Elizabeth Foy, Tom Ives, and Library Director Lori Fisher. Absent was Lisa Richards.

2. Approval of Minutes:

Minutes from December 9 meeting were approved on a motion by Elizabeth, seconded by Tom, and passed 3-0.

3. Treasurer's Report

a. Monthly Budget Summary: Monthly budget report as of 12/31/09 was reported on by Tom. Expenses for the month were at 44.3%. Motion by Colleen to accept the report, seconded by Elizabeth, and motion passed 3-0.

b. Special Expenditures Account: Colleen reported on 2 errors noted in November report. The opening and closing balance were entered as the same, but this has been corrected and verified with the bank statement. Photocopier line item should be increased by \$.92, which was corrected and verified with the bank statement. In addition, two deposits were corrected as made in November and not in December. Final copies will be reviewed at the February trustees meeting. Motion by Elizabeth to accept the November report, seconded by Tom, and motion passed 3-0. Motion by Elizabeth to accept the December report, seconded by Tom, and motion passed 3-0.

c. Donations: There were 3 regular donations in December and 10 donations to the holiday giving tree.

4. Director's Report

The heating ~~ingraifn~~ system has ongoing operating problems. Thermostats are not functioning properly, and 3 of 4 fans are set on intermittent to maintain stable heating in the building. Lori has spoken with both AGS and Control Technologies, and they cannot agree on what is causing the heating system problems. Control Technologies has visited the library once at a cost of \$500. Lori will contact another company to evaluate and make recommendations.

5. Old Business

a. 2010/2011 Budget: The budget was reviewed by Lori, and discussion followed on level funding, inclusion of Jackie's position, and step increases for all staff salaries. Lori will submit a budget with and without the step increases included. It was noted that the budget committee will be holding their next meeting at the library in January, with date and time to follow.

b. Trustee Vacancy: Tom Ives has agreed to complete the trustee term through 2012, as vacated by John King. Tom will accept the nomination contingent upon the Board of Selectmen's appointment of him to fill this vacancy. Tom will resign from his current

trustee position. Motion was made by Elizabeth to accept this change in trustee position, seconded by Colleen and motion passed 3-0.

6. New Business

a. Trustees' 2009 Annual Report to Town: Report as drafted by Lisa Richards was reviewed and approved on a motion by Tom, seconded by Elizabeth, and motion passed 3-0.

b. Director's 2009 Annual Report to Town: Report as drafted by Lori was reviewed and approved on a motion by Tom, seconded by Elizabeth, and motion passed 3-0. It was noted that Lori has explored a new grant opportunity through the NH Office of Energy and Planning, which she will contact the town manager about participating in.

c. Furniture Purchases: Lori and Jenny Erickson have visited 4 furniture stores to evaluate different furniture options. They have determined that Harris Family Furniture has the best quality and prices, and Lori is recommending purchase of 1 loveseat, 1 sofa table, 3-4 chairs, and 1 coffee table, totaling \$950.00. This will be purchased with a donation. Motion was made by Tom to approve this purchase, seconded by Colleen, and motion was approved 3-0.

d. Mileage Reimbursement: The IRS reimbursement rate has changed to \$0.50 per mile for 2010. The Board accepted this mileage reimbursement for the director related to travel outside the Concord area. A motion was made by Colleen to accept this policy, seconded by Elizabeth, and motion passed 3-0.

e. Town Holidays: The board reviewed and approved holiday closure dates for 2010, including July 5, 2010, and December 24, 2010.

f. Revision of Library Behavior Policy: The revised policy was approved on a motion by Elizabeth, seconded by Tom, and passed 3-0.

g. Meeting Room Use Requests: The board reviewed 2 requests as received by Lori, and confirmed the current meeting room use policy.

7. Next Meeting: Next meeting is February 10, 2010, at 4:30 PM.

8. Adjournment: The meeting was adjourned at 6:30, on a motion by Colleen, seconded by Tom, and motion passed 3-0.

Respectfully submitted,
Colleen Haggerty, Acting Secretary