

Baker Free Library Trustees Meeting

Wednesday, October 13, 2017

5:15 PM in the Library's Downstairs Meeting Room

DRAFT

Present: Chris Carey (CC), Peirce Hunter (PH), Benette Pizzimenti (BP), Marc Van De Water (MVDW), David Withers (DW), Lori Fisher (LF)

1. Call to Order by Chris Carey at 5:18 PM
2. Review September 13, 2017 Minutes.
 - a. Minor corrections to spelling of names were made. Move to accept minutes as corrected made by CC. Seconded by DW. Passed
3. Treasurer's Report
 - a. DW presented the September General Account Report. Spending is on track for the year to date. BP moved to accept the General Account Report, seconded by CC. Passed.
 - b. DW presented the September Special Expenditures Report. CC moved to accept the report as presented, seconded by MVDW. Passed.
 - c. 2018 Bow High School yearbook advertisement. A one-eighth page ad will be placed to congratulate the Class of 2018. The ad cost is \$75. The money will be drawn from the Special Expenditures Account. CC moved to buy the ad for the amount of \$75. Seconded by MVDW. Passed
4. Director's Report
 - a. September statistics were presented. Circulation is up 1% over the past year. Downloadable books are up 3%. This is primarily due to use of HOOPLA. Program attendance is down by 1%. Computer use is down 20%.
 - b. LF distributed an article by NH State Librarian Michael York "Calculating the Value of Libraries." The suggestion was made that copies of this article be given to members of the Select Board and Budget Committee.
 - c. Department Head Updates. The Select Board has proposed a meeting to review the broad outlines of the town budget at 8 AM on Saturday, October 28. LF, CC and MVDW will attend.
 - d. Professional development: Jennifer attended a children's librarian conference. Amy attended the READS conference. Kate and Lori will attend the NHLA conference. Lori will attend the NELA conference.
 - e. Town emergency plan. The Library plans have been submitted. The Library was inspected in September 2017, and passed.

- f. Yoga. The classes and presentations are going well. Free classes for Bow community members have been offered.
- g. Dimmers will be installed in lower level lights next week.

5. Old Business

- a. Budget changes. One staff member will add medical benefits. This increases the budget bottom line by approximately \$9,000 to \$544,006. DW moved to accept this change to the budget. Seconded by MVDW. Passed.
- b. Long Range Plan. The committee has met with three groups to discuss the library and receive feedback regarding their needs and visions for the library. Upcoming meetings are scheduled with the School Board, Men's Club, and School Administration. We are also working to schedule a meeting with the Bow High Student Council. The Committee is planning to make a preliminary report at the November 2017 Trustees meeting.
- c. Giving Tuesday and Annual Fund.
 - i. LF is working with Mark Leven to set up a mechanism for people to donate to the Library on Giving Tuesday, November 27. A local business has pledged to match the first \$500 donated on Giving Tuesday.
 - ii. LF and Mark are also working on developing an Annual Fund, and ways for people to donate bequests and trusts. The goal for the Annual Fund is \$10,000.
 - iii. LF will send a letter to donors to the lower level renovation, then follow up with phone calls.
 - iv. There will be a Giving Tuesday celebration in the Library
 - v. LF has created a Baker Free Library Foundation web page. A "Donate" button will be added to the web page.
 - vi. Donations will be made through an organization called Giving Tools

6. New Business

- a. Meeting Room Agreement Revision. LF proposes a change in the agreement wording stipulating that the BFL does not endorse any program not put on by the Library. (Recently a private business that rented a library room for a presentation sent out a flier that implied that the BFL was a sponsor of their program.) The new Agreement will be presented at the November meeting.
- b. LF has been honored with two awards, NH Librarian of the Year and the Ann Geisel Award. The Ann Geisel Award will be presented on November 3 at 10:15 at the Hooksett Public Library. The NH Librarian of the Year Award will be presented on November 8 at 5:00 at the Library. Invitations will be sent out via email. Light refreshments will be provided by Betty.
- c. The Trustees viewed and discussed the video "Short Takes for Trustees" by the United for Libraries association.

7. Public Comment

- a. None.

8. Move to adjourn made at 6:30 by MVDW. Seconded by PH. Passed

Next meeting November 8, 2017 at 6 PM at the Library.