

Baker Free Library
Board of Trustees Meeting
December 9, 2015

Draft Minutes

The meeting was called to order at 4:30 pm. Attending the meeting were Chris Carey, Ann Hoey, Tom Ives, David Withers and Library Director Lori Fisher.

Draft Minutes from November 4, 2015 and November 18, 2015 were reviewed. Tom moved that we approve the draft minutes of November 4, Dave seconded, and the motion passed. Chris moved that we accept the minutes of November 18, David seconded and the motion passed with Tom abstaining.

Treasurer's Report

- a) November 2015 general account: There were no questions.
- b) November 2015 RSA & Special Expenditures Reports: Lori noted the payment to WE Baum for the giving tree expenses. Chris moved that we send a letter to the Baker Free Library Foundation requesting reimbursement of the payment to WE Baum in the amount of \$152.30. Dave seconded and the motion passed. Ann will send a letter to the Foundation. Ann moved to accept the November 2015 RSA & Special Expenditures Reports; Chris seconded, and the motion passed.
- c) November 2015 monetary donations: none
- d) Arcomm invoice for Phase 1 cameras: Lori will check into the procedure for paying the invoice out of the general account.

Director's Report

- a) November 2015 stats: We continue to see a decrease in all categories, which is in keeping with the experience of other libraries.
- b) Department Head meetings: Lori met Matt Taylor, who is now in charge of Community Development. Matt will visit the library after the holiday, and Lori will talk with him about how the library can help with community development projects.
- c) Staff professional development: Lori plans to attend a couple of human resources webinars.
- d) Staff schedules: Lori is using an online system to develop and post schedules and staff members are happy with the new system.

Old Business

- a) Group Tutoring Room policies draft: We are still waiting to hear back from the town attorney.
- b) Bow Heritage Commission Memorandum of Understanding: We are waiting to hear back from the Town Manager and Town Attorney.
- c) Public Internet station replacements: Staff and patrons are happy with the new system, especially the lack of printer issues.
- d) Director job description: Lori will revise the description and present a draft at the January meeting.

New Business

- a) Cobb Hill and Phase 2 in 2016: Lori will meet with them and ask for different options for different budget amounts.
- b) Staff holiday lunch: Lori will consult with staff and arrange something, probably after the holidays. The trustees will pay for the expenses.

Public Comment: none

The meeting was adjourned at 5:30 pm.

The next regular meeting of the trustees is **January 13, 2016 at 5:00 pm** in the Welch Meeting Room at the Baker Free Library.

Respectfully submitted,
Ann Hoey