

Baker Free Library  
Board of Trustees  
Meeting Minutes  
03-10-08

1. **Call to Order:** The meeting was called to order at 7:05 pm. Present at the meeting were Elizabeth Foy, Colleen Haggerty, Susan Hatem, Tom Ives, John King and Library Director Linda Kling.
2. **Approval of Minutes:** Tom made a motion to approve the minutes of 02-20-08 with changes, Colleen seconded the motion and it passed 3 – 0, Elizabeth abstaining due to her absence from that meeting. Colleen made a motion to approve the minutes of 02-21-08 with changes, Colleen seconded it and it was passed 3 – 0, Tom abstaining due to his absence from that meeting.
3. **Treasurer's Reports:**
  - a. **Monthly Budget Report:** Tom presented the monthly budget report as of February 29, 2008. At 65% per cent of the fiscal year, expenses are at 63.90%. After discussion, John made a motion to approve the report, Colleen seconded it and the motion passed 5 – 0.
  - b. **Special Expenditures Account:** Tom presented the report for February 2008. \$49.14 listed under donations should be listed in "Books: lost and damaged." John made a motion to accept a donation of \$50.00 from the NY Genealogical Society in memory of Janet Helgemoe. Susan seconded the motion and it passed 5 – 0. After discussion about whether additional funds should be put in CDs, John made a motion to accept the report, Susan seconded it and the motion passed 5 – 0. Elizabeth will put a record from the bank reflecting the transfer of the original 3-month CD to a 6-month CD in the safety deposit box.
4. **Director's Report:** Linda shared information pertinent to two personnel issues that she had obtained from Barry Cox at the Local Government Center.
5. **Old Business:**
  - a. **Library director departure date and coverage until new hire:** After establishing that Linda's last day will be Friday, March 28, the board discussed the best way to handle essential library director functions until the new director is hired. Elizabeth will finalize plans for interim coverage and report back to the board.
  - b. **Interim trustee:** By email, Jim Pitts and the Board of Selectmen notified the trustees that John King's appointment as interim trustee was approved in February.
  - c. **Increased hours for library assistant:** John made a motion to approve the proposal to increase Library Assistant Celeste MacQuarrie's hours to 20 per week for three months. The board noted that continuation of this increase and the benefits that go with it is contingent upon approval of the FY09 budget. Colleen seconded the motion and it was passed 5 – 0.
  - d. **Retirement Reception:** The reception will be an open house from 4 – 8 pm on Wednesday, March 12<sup>th</sup>. The board discussed who was handling

publicity, invitations to former board members and town officials and employees, food, decorations, and a gift.

6. **New Business:**
  - a. **Annual Report:** Linda and Susan have been working on the annual report. The written and photo portions have been forwarded to Eric Anderson for formatting.
7. **Correspondence:** none
8. **Next Trustees' Meetings:**
  - a. **Budget committee hearing Saturday, March 15 (meet at library at 9:15 am)**
  - b. **Monthly meeting Wednesday, April 9 at 6:30 pm**
9. **Adjournment:** The meeting was adjourned at 8:15 pm.

Respectfully submitted,

Susan Hatem  
Secretary