

Baker Free Library
Board of Trustees Meeting
April 30, 2008
Approved Minutes

1. **Call to Order:** The meeting was called to order at 7:04 pm. Present at the meeting were Elizabeth Foy, Colleen Haggerty, Susan Hatem, and Interim Library Director Jennifer Ericsson. John King and Tom Ives were absent.
2. **Approval of Minutes:** The minutes of the last meeting will be reviewed at our May 14th meeting.
3. **Treasurer's Reports:** The monthly budget and expenditures report will also be reviewed at our next meeting.
4. **Director's Report:**
 - a. Credit Cards. Mastercard will send a replacement card. Once she starts work, the new director will have to go in personally to have her name added to the Sam's Club account.
 - b. Circulation Back-up System. Colleen moved to authorize Jennifer to purchase the circulation back-up system recommended by consultant Peter Bailey on her personal credit card and to be reimbursed by the BFL. The approximate amount is \$820.48. Liz seconded the motion and it passed 3 – 0.
 - c. DVD purchases. Having researched purchasing through Amazon on-line and Borders through the local store, Jennifer recommended she set up a Borders business and educators account in her and the new director's names. Jennifer will make purchases after reviewing the April monthly budget report. Liz made a motion to authorize Jenny to set up the Borders account, Colleen seconded it and the motion passed 3 – 0.
 - d. Library Insurance. Town finance director Bob Levan asked Jenny for information about the valuation of the library building and contents and about liability insurance. Susan will follow up with Jim Pitts to confirm the library's coverage through the town policy.
5. **Background check on new hires:** Colleen reported that the NH form for background checks suggests contacting other states in which an employee has lived and raised the question whether that should be done in relation to the new director. The trustees agreed that it should be since she has only been in New Hampshire a few years. There was discussion about the need for background checks on all new hires. Colleen will follow up.

6. **Town Meeting:** The trustees discussed a list of “talking points” in support of the library’s budget and the names of possible library supporters, such as former trustees, should the need arise to speak at town meeting.

7. **Correspondence:** none

8. **Next Trustees’ Meeting:** May 14 at 6:30 pm at the **Bow High school Media Center prior to town meeting.**

9. **Adjournment:**

Respectfully submitted,

Susan Hatem, Secretary