

Baker Free Library
Board of Trustees
Meeting Minutes
05-14-08

1. **Call to Order:** The meeting was called to order at 6:40 pm. Present at the meeting were Colleen Haggerty, Susan Hatem, Tom Ives, John King and Interim Library Director Jennifer Ericsson and incoming Library Director Lori Fisher. Elizabeth Foy was absent.
2. **Approval of Minutes:** The minutes of the 04-30-08 meeting will be reviewed at our next meeting.
3. **Treasurer's Reports:**
 - a. The Board reviewed the report as of 4-30-08. Expenditures are down in some areas. Tom and Jennifer will follow up with the bookkeeper to make sure all bills have been submitted and paid. Jennifer and Lori will look into making needed computer-related purchases (laptop, external drive, 6th day back-up tape) and building repairs (roof leak and ceiling tiles over children's section) before the end of the year. For budgeting purposes, Jennifer will find out more about locking in price of oil for upcoming year and do so. John made a motion to approve the report, Susan seconded it and the motion passed 4 – 0.
 - b. The special expenditures report was not available yet.
4. **Director's Report:**
 - a. Credit Cards. Once Lori starts, she will obtain a corporate Mastercard.
 - b. DVD purchases. Jennifer has made DVD purchases and is working on CDs.
 - c. Insurance. Town manager Jim Pitts confirmed that the library is fully covered by the town's insurance through the Property and Liability Trust of the Local Government Center. The library is covered for the building, the contents, and liability as wells as providing indemnity for library employees and trustees.
5. **Town Meeting:** Lori Fisher will be introduced at the beginning of town meeting.
6. **Next Trustees' Meeting:** June 11 at 6:30 pm at the library. [**Note: Town Meeting will be continued on May 28 at 7 pm. Warrant Article 22 requesting \$4,000 be put in the Capital Reserve Fund for upgrading the library computer system will be up for vote. Meet in BHS lobby at 6:45 pm.**]
7. **Adjournment:** The meeting adjourned at 7 pm

Respectfully submitted,
Susan Hatem, Secretary

