

**Bow Baker Free Library
Board of Trustees Meeting
January 13, 2011
Approved Minutes**

1. Call to Order. The meeting was called to order at 5:12 p.m. Present at the meeting were Colleen Haggerty, Tom Ives, Ingrid White, Lisa Richards, and Library Director Lori Fisher.

2. Minutes of November meeting. The minutes of the December 2010 meeting were adopted by unanimous vote, on a motion by Lisa and seconded by Colleen.

3. Treasurer's Report.
 - A) The December budget summary report was reviewed. At this half-way point for the fiscal year, the total monthly expenditures for the year are at 46%. The electrical expense is still a little high at 53%. On a motion by Ingrid, seconded by Lisa, the report was accepted unanimously.

 - B) The December RSA and special expenditures reports are not accurate as certain monies received in December have not been added to the total yet. The trustees decided to postpone adoption of the report until the next meeting.

 - C) The trustees voted to approve donations received from the December "Giving Tree" of \$1,249.95 in cash and \$469.89 in materials, for a total of \$1,797.95. Colleen moved the motion and Lisa seconded it. 46 Bow families contributed to the success of the Giving Tree program – Thank you very, very much!

4. Director's Report.
 - A) At the latest town department meeting, budget cuts were discussed, as well as defibrillator training.

 - B) The Friends of the Baker Free Library generously donated \$500 toward the purchase of Legos for the new Lego club. The first meeting of the club was a big success, with 18 boys and girls attending. Even more Legos are needed – donations are still being accepted and Colleen will contact the Lego company in Connecticut to see if they will donate or give a reduced price to the library.

The Friends of the Baker Free Library also informed the trustees of their intention to donate \$4,999.00 toward the long-range basement renovation project. Such a

donation could be used to hire a professional fundraiser, project coordinator, or engineering firm. The trustees discussed what would be the best use of such a donation, but no decisions were made.

- C) Young's Furniture made and installed a locking drawer in the circulation desk for storing money. They also donated several rolling library carts, which will be used to store specific program materials and supplies and can be easily used to bring material up and down from the basement. Thank you Young's Furniture!

This month, the cash drawer (which contains RSA funds) was \$5 short. Lori has spoken to the staff and the staff is expected to monitor all transactions. Trustees will consider purchasing a cash register to keep track of the money, if the discrepancies continue.

- D) The 2010 statistics summary shows that library usage was up again this year. However, there are fewer library cardholders than last year, because the staff weeded out the patron database and removed all patrons who had not used their library card for 2 or more years. This had not been done for several years, so a large number of people came off the patron rolls.

5. Old business:

- A) 2011-2012 Budget. As was brought up at a recent budget meeting, staff from the Baker Free library will start attending quarterly meetings with the librarians from the elementary and middle schools, in order to encourage greater communication and resource sharing. There is a town hall budget meeting on January 20 at 7 p.m., and the budget committee will meet at the library about the library's budget on January 27 at 7 p.m. So far the budget committee has not made any revisions to the library's proposed budget, but the whole town has been asked to decrease their budget amounts.
- B) Colleen has tried to contact someone at Otis elevator about the repair bill, but has not gotten a response. She will continue to contact them in hopes to get a reduction in the bill and to discuss the service that was provided.

6. New business:

- A) Teen focus groups. Lori reported that 17 teens took part in a focus group. The group provided their opinions about improvements to the library's teen programs.

Suggestions included: laptop availability in the library, being able to see other teen's reviews of books, movie nights, and music appreciation nights.

- B) Lisa, Colleen and Ingrid participated with some of the staff in the Bow PD safety presentation last month. (Another presentation is scheduled in February for the remainder of staff and trustees). Officer Scott and Sergeant Lougee made several suggestions about the safety of the library facility. Most items will be discussed by the library's facilities committee and those that require large purchases will be added to the long-range plan. The officers suggested changing the Fire Evacuation Policy to state that the meeting place after an evacuation is at the front entrance of Casa di Bambini, rather than the shed in the parking lot of the library. The trustees voted unanimously in favor of changing the policy to that effect – with Ingrid moving the question and Tom seconding. Also, the trustees voted to authorize the purchase of a walkie-talkie set, on motion by Tom and second by Colleen.
- C) The trustees discussed the draft budget for 2011-2012 but no changes were made.
- D) The next town election is March 8. Colleen Haggerty's position is up for reelection. The filing period is January 19 – 28.

The next meeting is February 9, 2011 at 5:00pm. The meeting was adjourned at 7:52 pm.

Respectfully submitted,

Ingrid White, Secretary