

**Bow Baker Free Library
Board of Trustees Meeting
October 20, 2010
Minutes**

1. Call to Order. The meeting was called to order at 4:35 p.m. Present at the meeting were Tom Ives, Ingrid White, Lisa Richards, Colleen Haggerty and Library Director Lori Fisher. Elizabeth Foy arrived at 4:45.

2. Minutes of August meeting. Minutes of the September 8th meeting were adopted as amended by unanimous vote.

3. Treasurer's Report. The September budget report was reviewed. On a motion by Colleen, seconded by Ingrid, the report was accepted unanimously.

The July, August, and September RSA and special expenditures reports were discussed and unanimously accepted on a motion by Tom and seconded by Ingrid. The board noted that the new format being used by Abe Anderson is easier to read and use.

There were no donations this month.

4. Director's Report.

The trustees thanked the Bow Rotary for the donation of a flag which is now in the upstairs meeting room.

Lori reported there are several upcoming staff training sessions and conferences this fall. Some employees will attend an online training course entitled, "Tapping Youth Participation to Strengthen Library Services". Among other events, Jen Erickson will attend the Chilis fall conference, Lori Fisher will attend the READs fall conference and the NHLA fall conference.

In December, the Bow Police Department will hold two safety training sessions for library staff, one on December 1 at 1 pm, and one on December 9 at 6 pm. The training will last two hours and will cover the library staff role in responding to emergency situations. Trustees are encouraged to attend either of the sessions.

Facilities maintenance report: Bob Garland removed over 4 truckloads of overgrown shrubs around the front of the building, which was hauled away by the town. The public toilets clogged, necessitating a \$300 charge to Bow Heating and Plumbing to fix it. The elevator broke, and Lori has been advised that the cable needed for the repair is \$2,500. She was also advised that although the cable was replaced only 5 years ago, the configuration of the elevator makes the cable wear out faster and the library can expect the cables to need replacing every 5 years or so. Because of the expense, the trustees agreed that Lori should seek a second opinion about options for a solution to this problem. Until the elevator is repaired, which may take up to two weeks, the basement is not handicapped accessible. Signs will need to be put up.

Jim Pitts is retiring as town manager. As many trustees as possible will attend the retirement party, next Wednesday from 4-7 pm.

Lori circulated the “Best Practices for Library Volunteers” report which she authored and which has been much sought-after by other librarians around the state. Also, Lori is now the President-Elect of the New Hampshire Library Association. Congratulations to Lori and great job on the report!

Lori has been informed that the former library director was a member of the town’s Emergency Response Team. Lori will participate in this; there is an upcoming meeting.

5. Old business:

Revised library employee wage table. The trustees discussed proposals to amend the employee wage table. On motion by Lisa, seconded by Tom, the trustees unanimously voted to accept the Draft #2 of the new employee step table, which has five steps for each job category. Salaries and step increases were based on averages for other libraries around the state, New England, and national models.

Longevity bonus. The trustees felt it was important to recognize employees for loyal continued employment. The longevity bonus table was revised as follows: Employees of BFL with 5 or more years of service will be awarded a longevity stipend. This payment will be made as a lump sum payment immediately following the employee’s anniversary date and would be based on the following: Full-time (40 hours) will receive 100% of the amount. Permanent part-time employees (20+ hours) will receive a pro-rated percentage based on their employment hours. At 5 years, the amount is \$250; \$50 increments per year up to 20 years; years 21-25 increase each year by \$100 for a maximum longevity bonus amount of \$1500.

Colleen left at 5:50 p.m.

2011-12 Budget. The board discussed the proposed budget as developed by Lori. Lori advised that the town’s insurance rate is going down by .5% for 2011. Workers comp costs are up as well. The budget uses most of the same figures from the 2010-2011 budget. There are overall increases in staff salary, due to step increases and the new revised salary table figures. The board proposed two amendments to the budget: 1) add in \$350 for collection preservation; 2) add in amounts as required by the newly-adopted longevity bonus table.

Lisa moved the approval of the budget as amended; Tom seconded, and the budget was unanimously approved.

The next meeting will be on November 10 at 5 p.m. The meeting was adjourned at 6:10 pm.

Respectfully submitted,
Ingrid White, Secretary