

**Bow Baker Free Library
Board of Trustees Meeting
November 10, 2010
Minutes**

1. Call to Order

The meeting was called to order at 5:00. Present at the meeting were Colleen Haggerty, Tom Ives, Lisa Richards, and Library Director Lori Fisher.

2. Approval of Minutes

Minutes from October 20 meeting were approved with two minor changes on a motion by Tom, seconded by Lisa, and passed 3-0.

3. Treasurer's Report

a. Monthly Budget Summary: Monthly budget report as of 10/31/10 was reported on by Tom. Expenses for the month were at 29.26%. Motion by Lisa to accept the report, seconded by Colleen, and motion passed 3-0.

b. Special Expenditures Account: Lisa reported on the October report. Total available in special expenditures is \$35,480.11. Motion by Colleen to accept the October report, seconded by Tom, and motion passed 3-0.

c. Donations: There was one donation of \$200 to be spent on CD audio books. Donation was accepted on a motion by Colleen, seconded by Lisa, and passed 3-0.

4. Director's Report

a. 2010 Statistics to Date: January-October 2010 report showed a 2% increase over last year in overall circulation, with the largest increases in DVDs and downloadable books. Computer usage remains stable after a policy change on June 1, 2010. Program attendance overall for 2010 is down 8%, while adult program attendance is up 11% over 2009.

b. Facilities Maintenance Update: Otis Elevator Company provided an estimate of \$750 to replace the elevator battery, which is a different recommendation than was received from the NH Elevator Company. NH Elevator submitted a bill for \$358 recommending that the cable needs to be replaced. The trustees decided to send a letter to NH Elevator asking for reconsideration of the bill, which was a misdiagnosis of the elevator problem.

c. Parking Lot Incident: A patron reported in October that her vehicle was side-swiped in the parking lot. Amount of the damage is unknown.

d. Safety Workshops for Library Staff: The Bow Police Department will be presenting a workshop for staff and trustees on December 1 at 1:00 PM and on December 9 at 6:00 PM.

e. Request from Friends Group: The Friends have asked to meet with trustees about the library basement renovations at the December 18 meeting.

f. Thanksgiving Staff Coverage: Lori will be on vacation for 4 days over Thanksgiving week. Due to an unexpected family situation, Jenny Ericsson will also not be available. Trustees agreed that they would provide back-up and emergency consultation while Lori is away. Primary contact will be Tom, second contact will be Colleen, and third contact

will be Lisa. Lori will do a schedule for trustees indicating which staff persons are in charge during this time.

5. Old Business

a. 2011-2012 Draft Budget: Lori presented a draft budget which will be discussed jointly with town selectmen and budget committee members on December 4, 2010.

6. New Business

a. Workplace Violence Policy: Lori presented a draft Workplace Violence Policy, which was formerly approved by the BFL Joint loss Committee on June 14, 2010. The policy was passed on a motion by Colleen, seconded by Lisa, and passed 3-0.

b. Long Range Plan Review: Lori asked trustees to review the 2009-2013 Long Range Plan strategies and goals, particularly the strategies that have been completed. She asked trustees to review what was outstanding, and where they would like to focus in the next year including the Board of Trustees goal on “maintaining a vibrant and involved board through increased professional development opportunities and public input strategies.”

7. Next Meeting: Next meeting is December 8, 2010, at 5:00 PM.

8. Adjournment: The meeting was adjourned at 6:20, on a motion by Colleen, seconded by Tom, and motion passed 3-0.

Respectfully Submitted, Lisa Richards, Acting Secretary