

**Baker Free Library
Trustees meeting
Final minutes
April 20, 2011**

1. Call to Order. The meeting was called to order at 5:17 p.m. Present were Tom Ives, Lisa Richards, Ingrid White, Ann Hoey, Colleen Haggerty, Elizabeth Foy and Library Director Lori Fisher.
2. Election of New Officers. The Board welcomed Ann Hoey as the newest trustee and thanked Colleen Haggerty for her service.

Elizabeth Foy announced that she was resigning from the Board of Trustees for personal reasons. The board unanimously accepted her resignation on a motion by Lisa, seconded by Ingrid. The board thanked Elizabeth for her service – she will be missed!

Colleen Haggerty volunteered to fill Elizabeth's place for the remainder of the term. The Board unanimously accepted her offer and Ingrid will write to the Board of Selectmen asking them to confirm Colleen as a trustee until 2014. Because Colleen has not yet been confirmed as a trustee, her attendance at this meeting was considered as a member of the public only.

The board made the following appointments:

Chairperson: vacant
Co-treasurers: Tom Ives and Lisa Richards
Secretary: Ingrid White
Member-at-large: Ann Hoey

Tom Ives filled in as chair for the remainder of the meeting. Ingrid White will also serve as liaison to the Friends of BFL.

Elizabeth Foy left the meeting.

3. Review / Approve March 8, 2011 minutes. Minutes of the March 8 meeting were tabled for review, as Ann Hoey and Lisa Richards abstained from voting, thus resulting in a lack of quorum.
4. Treasurer's report. The board reviewed the library budget to date. The budget is on target for year-end. Lisa moved to approve it, seconded by Tom, and it was unanimously approved. The RSA account report for February was also approved on motion by Tom, seconded by Ingrid. The RSA account for March was tabled due to an error on the report.

No donations were received.

5. Director's Report.

- a) Lori reported that at the town department head meeting, she inquired whether the defibrillators would be purchased during this fiscal year. It looks like this will be the case.
- b) The Friends of the BFL will be holding a bag sale through May, books at the books sale will be sold for \$2 a bag. A "bag" is one plastic grocery bag. The public is encouraged to bring their own bags. Ingrid also reported that the Friends are holding a Haiku contest that is open to ages 14 and up, and will run until June 20, and possibly a chess tournament to be held at the community center in May.
- c) Maintenance issues: Pro Controls has fixed the heating issue. Carpet cleaning has been scheduled for Saturday May 28. The trustees gave permission to close the library two hours early on that day for the cleaning.

Pennichuck Corporation came to test the water and determined that the library violates state water codes because of the proximity of the old well cap to the new water intake pipes in the basement. A minimum of 12 inches of separation between the two is needed. The trustees approved a \$400 expenditure to have Bow Plumbing and Heating cap off the old well, which will fix the problem.

The cost of the annual sprinkler inspection and water tank flow test is increasing to \$500 instead of \$250.

Lori spoke to a few companies about spring clean up. The trustees discussed a few options but nothing was decided.

Lori also had two tree experts look at the trees on the property. The two trees in front of the library are split and need to be cabled together. The two trees on the side of the property are rotten all the way to the core and need to be removed. They pose a hazard of falling directly onto the library building. After discussion, and based on the offers received, the trustees approved spending \$2,000 to remove the two rotten trees and cable the two split trees.

- d) Lori updated the trustees on the situation with the unreturned interlibrary loan materials. There is still a balance of \$454.74 outstanding. Lori has discussed the situation with the town's attorney, and the attorney suggests filing a claim in small court if the balance is not paid. Lori will send one more letter to the patron in an effort to get the balance paid before that step is taken.

- e) Quilt preservation: Lori spoke to an expert on quilt preservation and determined it would be too costly to build a storage / display box for the signature quilt – it would cost almost \$10,000. The other option is to store the quilt and bring the quilt out for the 100-year anniversary in 2014. The trustees decided to proceed with that option.
- f) There will be two new interns working at the library this summer, Kristin Venzia and Ellen Attorri, who will both be working on separate special projects for Lori.

6. Old Business

- a. The 2011-12 budget was reviewed. Ingrid moved and Ann seconded that the trustees approve the budget as amended by the Budget Committee (this amendment removed \$1,588 from the library's budget). The motion was passed unanimously.
- b. Lori received a quote for \$1,000 to place locks on the staff bathroom door and the storage room door in the basement. The proposed locks would match the existing locks and handles on the front of the building. The trustees felt this was too high. More research is needed and it will be revisited at the next meeting.

Also, it would cost \$2,500 to install a lock on the door to the basement along with a remote locking mechanism and security camera for staff to let patrons into the basement. This was too expensive; this project is tabled for the time being.

The following security measure that were recommended by Bow PD were approved by the trustees: installing panic buttons on existing phones, placing an emergency phone in the basement with 911 capability; and adding two speakers upstairs with intercom features to allow staff to make announcements throughout the building. The cost for these measures is \$1,551.

- c. The problems with the elevator appear to be resolved and will no longer be considered an ongoing issue.

7. New Business

- a. The trustees discussed at length the meeting with the New Boston trustees. In May, the Bow Heritage Commission will meet with the trustees to discuss the presentation and share impressions. The trustees may decide to visit other libraries that have finished similar projects. Lori will forward the results of the town surveys to the trustees for consideration

before the May meeting. Ingrid will contact architects in the area to get some quotes and /or guidance on preparing a plan.

- b. There was discussion of the 2012 / 13 CIP.
- c. The BFL Privacy and Confidentiality Policy was tabled until next month's meeting.
- d. The BFL Hiring Policy was revised to include language making it consistent with the town's hiring policy. The revisions as amended were unanimously approved on a motion by Tom and seconded by Lisa.
- e. Lori requested a non-public hearing to discuss a personnel issue. By unanimous roll call vote, nonpublic session pursuant to RSA 91-A:3, II(a) and (c) was entered at 7:46 p.m.

Nonpublic session ended at 8:03 p.m. Lisa moved to seal the minutes of the nonpublic session, Ingrid seconded and the motion carried.

The next meeting of the trustees will be on May 11 at 5 p.m. The Bow Heritage Commission will be present to discuss basement renovations for the first part of the meeting.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Ingrid White, Secretary