

**Bow Baker Free Library
Board of Trustees Meeting
August 4, 2010
Approved Minutes**

1. Call to Order. The meeting began at 5:06 p.m. Present at the meeting were Tom Ives, Ingrid White, Lisa Richards, Elizabeth Foy and Library Director Lori Fisher. Friends of the Library members Christine Carey (President) and Norm Williams (Board member at large) were also present. Colleen Haggerty arrived at 5:12.
2. Friends of the Library Report. Christine and Norm spoke about the new development sub-committee of the Friends of the Library. The development sub-committee has come up with several ideas for fundraising and promotion of the library. The Friends of the Library is recruiting new members and is working on several social programs and family events to be held at the library. Public input will be sought on the types of programming wanted. There may be a public survey conducted at the polls on election day, or the survey may be conducted on-line through a free internet survey service.

One of the major goals of the Friends and the trustees is to re-visit the long-term goal of renovating the basement space. Both the Friends committee and the trustees will be working on possible sources of funding for this.

Ingrid will continue to be the liaison for the trustees and attend meetings of the Friends. Jen Ericsson is the staff liaison for the Friends.

3. Minutes of previous meetings. Minutes of the meetings of June 9 and June 28 were adopted as amended by unanimous vote.
4. Treasurer's Report. The final report for the end of the fiscal year was discussed. The library spent \$418,506.58 this year, or 94.7% of its budget. This resulted in a \$21,160.03 surplus. About \$12,000 of this surplus is due to employee wages and benefits shortfalls. Another \$7,000 is due to electricity conservation (such as turning off computers when not in use) and using energy efficient bulbs. The trustees voted unanimously to accept the treasurer's report. On a motion by Tom and seconded by Colleen, the trustees voted unanimously to return the budget surplus to the town's general fund.

5. July Monthly Budget Summary and RSA & Special Expenditures Account were not complete at the time of the meeting and will be discussed at the next month's meeting.
6. A donation of \$100 was received from the New Hampshire Romance Writers of America. On a motion by Colleen and seconded by Lisa, the trustees voted unanimously to accept the donation.
7. Director's Report Lori reported that the transition to the new Apollo database has gone very well. Lori is very happy with the functionality of the new program and has gotten good feedback from the public.

The trustees moved briefly to a nonpublic session to discuss staff performance reviews.

Elizabeth Foy left at 6:15 p.m.

8. Review of 2010-2011 Budget Revisions. The proposed budget for 2010-2011 includes increased hours for Abe Anderson, the accountant, and also includes unemployment benefits required as a new item of \$1,121.
9. Ingrid left at 6:30 and Lisa continued a secretary.
10. Employee pay table. The trustees discussed using 5 increment steps for salaries rather than 10 steps. This pay scale is used by the rest of the town. Discussion will continue at September meeting.
11. New business: Approved hiring of Aurora VanDeWater to start 8/12, on motion by Colleen, seconded by Lisa, and passed 3-0.
12. The CIP budget request for 2011-2012 needs to be prepared for July 2011, so need to start planning at September meeting.
13. 2011-2012 budget preparation to also begin at September meeting.
14. Next meeting is September 8 at 5:00.
15. Meeting ended at 6:43, on motion by Lisa, seconded by Colleen, and passed 3-0.

Respectfully submitted,

Ingrid White, Secretary