

BOW BAKER FREE LIBRARY
BOARD OF TRUSTEES MEETING

September 14, 2011

Minutes

- Call to Order. The meeting was called to order at 5:02 p.m. by Tom Ives. Also present were Ann Hoey, Lisa Richards, Ingrid White, and Library Director Lori Fisher. Colleen Haggerty was absent.

- Minutes. Ann moved, and Lisa seconded, approval of the revised August 10, 2011 meeting minutes. They were approved unanimously as amended.

- Treasurer's Report.

- The August budget report was reviewed, discussed, and accepted by the trustees.

- The August special expenditures report was reviewed and discussed. Lisa reported that the CD that matures on September 5, 2011, had already been cashed in and was now in the special expenditures accounts. Tom moved, Ingrid seconded, and the trustees voted to accept the special expenditures reports. Lisa also reported that she now downloads the account statements and saves them as PDF files, and forwards the PDF files to the accountant for review. This process gets the account statements to the accountant earlier and provides more time for the reconciliation.

- There were no donations in August that needed trustee approval.

- Director's Report

- Town department head meeting summary: notable events taking place in Bow this fall include a drug take-back program on 10/29, the high school Halloween party on 10/28, and the annual tree lighting on 12/2. The library is now participating in a project of the Office of Energy and Planning, which involves providing data on energy usage at the library and sending it to the town.

- Friends of the BFL update: Ingrid updated the trustees about current activities of the Friends group.
- The January – August statistical summary was reviewed. Computer usage is down from last year. Lori believes this is because many more people have smart phones now, and can access the internet from their hand-held device. The downloadable book use remains much higher than last year. Program attendance is up.
- Lori reported that the fuel contract for the upcoming winter season has been negotiated and the library will be charged \$3.195 / gallon, through the town contract with the cooperative.
- Building and grounds maintenance update:
 - The a/c units are not operating properly. There is a leak in one of the units. Lori is working to identify the problem.
 - The elevator has finally been repaired but Lori is disappointed in the length of time it took to fix.
 - Snow removal estimates were discussed. Lori had received some quotes but the trustees felt they were too high for the library's budgeted amount, and asked that more research / more quotes be obtained.
- The trustees voted to approve a rollover of vacation time for Bob Garland, the custodian.
- The trustees voted to approve purchasing a small advertisement in the Bow high school yearbook from the special expenditures account.
- Old Business
 - Basement renovations. The trustees discussed the basement renovation project. Tom and Ingrid reported they had attended a CIP meeting with the town manager to discuss the library's request for \$40,000 to pay for architectural drawings and plans of the basement. The trustees need to get valid estimates from an architect for this figure before it will be included in the CIP plan. The trustees agreed to move ahead and get an actual figure for this. A special trustee meeting will be held next week to discuss this issue in more depth. That meeting will be **September 21 at 7 p.m.**

The trustees also discussed in more detail forming a building committee. Ingrid reported that she had asked the Friends of the BFL to provide a few names from that committee, and Lori reported that 3 names had been submitted. It was decided that Chris Carey and Norm Williams would be asked to serve on the building committee as representatives of the Friends. Ingrid also agreed to be the co-chair of the building committee, provided another co-chair would also agree to serve. Because Ingrid will be co-chairing this new committee, Ann Hoey will take over as secretary of the trustees starting next month.

- Friends Memorandum of Agreement – Lori had asked the Friends to provide more information about their corporate structure. A letter from the Friends to the trustees was distributed that responds to those questions. The letter will be address either next week or at the October meeting.

- New Business

- The trustees voted on a closure schedule for the Christmas holiday, which falls on Sunday this year.

- The Public posting policy was discussed and revised. Lisa moved, and Ann seconded, to readopt the policy as amended. The motion carried.

- Lori distributed the Bow Emergency Management Plan and reminded the trustees that they are a part of the emergency management team. Ann Hoey agreed to be the trustee liaison for the emergency management team.

- Non-public session. Pursuant to RSA 91-A:3, II (a), after roll call vote, the trustees entered nonpublic session at 6:28 pm. The nonpublic session was closed at 6:35 p.m. Tom moved to seal the minutes of the session, Lisa seconded, and the motion carried.

The next meeting is September 21 at 7 p.m. to discuss the basement renovation project.

The meeting was adjourned at 6:40 p.m.

Respectfully Submitted, Ingrid White, Secretary