

Baker Free Library
Board of Trustees Meeting
January 9, 2013
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:02 pm. Also present were Ann Hoey, Mark Leven, Lisa Richards, Ingrid White and Library Director Lori Fisher.
2. Meeting with Jay Doherty from H.L. Turner. The architect showed the revised plan and 3-D drawings. Trustees gave feedback.
3. Minutes. The minutes of December 12, 2012 were reviewed. Mark moved to accept the minutes, Lisa seconded and the minutes of December 12, 2012 were accepted.
3. Treasurer's Report.
 - a) The December 2012 monthly report was reviewed. Ann moved to accept the December 2012 monthly budget report, Mark seconded, and the report was accepted.
 - b) The December 2012 RSA & Special Expenditures Reports were reviewed. Lisa noted that the amount for the holiday giving program did not match amount deposited. Lori reported that the amount given this year was much more than last. Report was tabled for clarification.
 - c) Donations—Tom moved we accept \$100 from the NH Romance Writers Association.
4. Director's Report.
 - a) December statistics: The trustees reviewed the report. Circulation, computer usage and program attendance continue to increase. The 2012 circulation of downloadable books/eReaders saw a 41% increase over 2011's circulation.
 - b) Town department head meeting: Lori reported that the Budget Committee process has begun. Public hearings have not been set yet.
 - c) Building maintenance issues: The furnace circulator motor is still being rebuilt.
 - d) Joint Loss Committee and NH RSA change: The RSA that stated the workplaces with 10 employees or more must have a joint loss committee was changed to 15 employees. This means that the Baker Free Library, with 13 employees, no longer needs a Joint Loss Committee. A representative from the library can join the town's Joint Loss Committee and the library can share the town's safety manual.
 - e) Special Announcement: Lori shared the exciting news that she had been accepted into the PLA Leadership program. She is one of 24 people nationwide who will attend the program, beginning with a week-long course in March in Chicago. Ann will write a press release to announce the news.
5. Old Business
 - a) Lower Level renovation
 1. Committee update: The committee met on Monday, January 7. Ingrid said that Leah Shuldiner had interviewed 11 people out of the 20 people that the Committee had suggested. Leah reported to the Committee that many of those interviewed did not see the need for the lower level renovation, especially for

such features as the emergency shelter capacity and the community access TV room. Leah suggested that the Committee needs to do another approach for a case for support. They need to solicit more personal stories about why certain functions are needed. Leah also shared the view from some of those interviewed that there is the perception that the capacity for private fundraising is not there. Leah plans to do 10 more interviews. Trustees and staff need to make a written pledge by town meeting. Trustees discussed using the 100th anniversary as an occasion for special fundraising. Mark suggested that we develop a presentation piece on what the library's needs are and said we should employ resources at the high school, such as students doing senior projects. Lisa suggested that we present at the Rotary Club.

2. Foundation creation progress: Lori suggested that the Foundation directors get some guidance from Terry Knowles. She will contact Terry to arrange a meeting.

3. Warrant article discussion: Trustees agreed to keep the request to \$50,000.

6. New Business

a) Inclement Weather closing policy clarification: Trustees reviewed the policy. Mark moved that we modify the policy to include notifying all Trustees about an impending closing and that we also designate that the Children's Librarian can act in the Director's stead. Ingrid seconded the motion, and the motion passed.

b) 2012 Town Report: Ingrid moved to accept the Trustees' report with the changes as discussed, Lisa seconded, and the motion passed. Ann moved that we accept the Director's Town Report with the changes discussed, Mark seconded, and the motion passed.

7. Public Comment—none.

8. **Next regular Trustee meeting date is Wednesday, February 13, 2013 at 5:00 p.m.**

9. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,
Ann Hoey, Secretary