

Baker Free Library
Board of Trustees Meeting
October 10, 2012

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:50 pm. Also present were Ann Hoey, Mark Leven, Lisa Richards, Ingrid White and Library Director Lori Fisher.
2. Minutes. The minutes of September 26, 2012 were reviewed. Ingrid corrected the language that indicated the calling and the termination of the non-public session. Ingrid moved to accept the minutes of September 26, 2012 as amended, Lisa seconded, and the minutes were accepted.
3. Treasurer's Report.
 - a) The September 2012 monthly report was reviewed. Lori will ask Abe to explain the negative figure for the total cash in bank line. It is mostly likely due to the timing of the deposit of money into the account. Lori also explained that monies had been re-allocated to have adequate staffing. The benefits line will be higher, but the part-time salaries will be lower, so the overall figure for payroll will remain the same. Ann moved to accept the September 2012 monthly budget report, Lisa seconded, and the report was accepted.
 - b) The September 2012 RSA & Special Expenditures Reports were reviewed. Ann moved that the CD money be transferred to the Special Expenditures account, Ingrid seconded, and the motion passed. Ingrid moved to accept the September 2012 RSA & Special Expenditures Reports, Mark seconded, and the Reports were approved.
 - c) The library received \$107.77 in donations in memory of Mr. Grocutt. Tom moved to accept the donations, Mark seconded, and the donations were accepted.
4. Director's Report.
 - a) September statistics: The trustees reviewed the report. Circulation and computer usage continue to increase; children's program attendance has declined. Changing demographics and the elimination of one of the children's programs may account for this decline. Lori also announced that voting is taking place among the NH Downloadable Book consortium members about a change in fee structure. If the changes are voted in, Baker Free Library will have to pay about \$400 more than what it is currently paying as a member. This is because the new fee structure takes into account both the library's population and its usage of the downloadable collection. Baker Free Library's usage is high.
 - b) Professional Development update: Lori will attend the New England Library Association from October 14-16. She received a free conference registration because she is president of NH Library Association. Amy Bain will be a panelist at the READS Conference in Plymouth on October 26.
 - c) Other: The vacuum is dying and needs to be replaced. A new one will cost \$500 with the trade-in of the old vacuum. Lori will staff a table at Election Day

with information about the library, the lower level renovation, etc. She will have a survey available to elicit the community's responses to a number of library-related issues. The survey will also be available online off of the library website.

5. Old Business

a) Lower Level renovation

1. Committee update: The Lower Level Renovation Committee will meet on Monday, October 15, 2012. They will meet with Leah who has drafted a case for support. Ingrid will send the draft to Lori for her input. The committee will also discuss a gift policy and naming rights for donors.

2. Foundation creation progress: Ingrid told of the finding that we could not use the NH Charitable Foundation for our fundraising needs. The trustees agreed that creating a foundation is the best option, and decided to name the foundation the Baker Free Library Foundation. Ingrid shared paperwork that needed to be completed and the trustees gave their input. Tom will complete the financial form. Lisa will include the lower level account on the Special Expenditures Report.

3. Fundraising update: Lisa will add the lower level fundraising account on the Special Expenditures Report.

b) 2013/14 library budget: The meeting to present and discuss the budget is scheduled for Monday, November 5, at 6:00 p.m. at the Town Hall. Trustees should attend this meeting.

6. New Business

a) DVD theft issue: Since July, \$1400 worth of TV series DVDs have gone missing, and the staff suspected they had been stolen. Lori and the staff worked with the police, posted signs regarding the missing items, moved the TV DVDs and marked every disk with a marker. Community members offered to donate some of the missing material. A patron was arrested on another charge, and the problem seems to have ended.

b) Patron phone/email issue update: The town attorney wrote a letter in support of the library's requirement for a phone number or email address on its application for a new library card. The patron who challenged the requirement decided not to apply for a card. Temporary residents may borrow materials on the library cards of the Bow residents with whom they live—assuming those residents give their permission and assume responsibility for the borrowed materials.

c) Patron Behavior Policy: Lori revised the current policy per attorney's suggestions. Trustees reviewed the policy and made some minor changes in wording. Mark moved to accept the amended Patron Behavior Policy with revisions, Lisa seconded, and the trustees voted to accept the amended Patron Behavior Policy with revisions.

d) Unattended Children Policy: The attorney made no revisions to this policy. Ann moved to accept the policy, Lisa seconded, and the motion passed.

7. Public Comment--none

8. Next regular Trustee meeting date is Wednesday, November 14, 2012 at 5:00 p.m.

Upcoming special Trustee meeting dates:

Architect Interviews on Thursday, October 11, 2102 from 5:00 to 8:00 p.m. in the
Meeting Room

Budget Review on Thursday, November 1, 2012 from 5:00 to 6:00 p.m. in the Meeting
Room

10. The meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Ann Hoey
Secretary