

Baker Free Library
Board of Trustees Meeting
November 14, 2012
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:00 pm. Also present were Ann Hoey, Mark Leven, Lisa Richards, Ingrid White and Library Director Lori Fisher.

2. Minutes. The minutes of November 1, 2012 were reviewed. Under the Friends of the BFL section, the trustees amended a sentence to read "The hope is that we can draw attention to the need for participation in Friends and to ask residents to step up and help support this group." Lisa asked that a sentence in the Lower Level Renovation Updates section be changed to read "The committee has been working on a list of town residents that will be asked to participate in a survey regarding library usage and potential new uses for the Lower Level library space." Also, the spelling Leah Shuldiner was corrected. Lisa moved to accept the minutes, Ingrid seconded and the minutes of November 1, 2012 were accepted as amended with Ann abstaining.

3. Treasurer's Report.

a) The October 2012 monthly report was reviewed. Lisa moved to accept the October 2012 monthly budget report, Mark seconded, and the report was accepted.

b) The October 2012 RSA & Special Expenditures Reports were reviewed. Lisa pointed out that the CD money had been transferred to the Special Expenditures account. She also noted that she moved the money market savings account into a different account at the bank after she learned that the first account was incurring a service charge. The service charge was refunded after Lisa made this change. Ann moved to accept the October 2012 RSA Ingrid seconded, and the motion passed. Ingrid moved to accept the September 2012 RSA & Special Expenditures Reports, Ingrid seconded, and the reports were approved.

c) Donations--none.

4. Director's Report.

a) October statistics: The trustees reviewed the report. Circulation, computer usage and program attendance continue to increase.

b) Town department head meeting: Lori reported that a provision allowing town employees to earn comp time for unused sick time may be restored. She said that the library does not have such a policy. Town offices will be closed on Thursday and Friday of Thanksgiving week. The library will close at 4:00 p.m. on Wednesday.

c) Building maintenance issues: The motor needs to be rebuilt in the furnace circulator. Lori asked AGS to do the repair.

d) Request for reference for the ALA/PLA Leadership Academy: Lori is applying for a leadership pilot program. She hopes to develop a way for the library to coordinate town communications as her project for the leadership program. She requested funding for the hotel costs if she is accepted. The registration and meal costs are included in the program. Ann moved that the trustees fund Lori's travel and hotel expenses for the leadership institute not to exceed \$1200. Tom seconded the motion, and the motion passed

unanimously. Lori also asked if the trustees would provide one of the letters of reference required by the application. Ann said she would draft a letter and share it with the other trustees to get feedback. Lori would like the letter by Thanksgiving. Lori also shared information she received at the NHLA Fall Conference about inviting state representatives to the library and offering them our meeting space. Lori will send Bow's three representatives invitations.

e) Staffing changes: Lori announced that she had hired Victoria Waitt as the new Library Assistant beginning November 28, 2012. Victoria will work with AV and children's services. Anya Bottcher submitted her resignation effective November 28, 2012. Lori will work on filling Anya's position soon.

5. Old Business

a) Lower Level renovation

1. Committee update: The Lower Level Renovation Committee will meet next week. They are in the process of contacting people to participate in the feasibility interviews with the hope of getting about 25 people. At the next meeting, Leah Shuldiner will have a case for support.

2. Foundation creation progress: Ingrid reported that Paul Rizzi has agreed to be a director. To avoid any conflict of interest, the foundation will use a bank account at a national bank, not the Merrimack County Savings Bank. In addition to Paul Rizzi, the following people have agreed to serve as foundation trustees: Eric Anderson, Tom Ives, Mark Leven, and Ingrid White. Ingrid asked Colleen Haggerty, who said she would consider it. If Colleen agrees to serve, Ingrid will ask another person to serve so that there are an odd number of trustees.

b) 2013/14 library budget meeting: the meeting with BOS/Budget Committee on November 5th was uneventful.

c) Library survey: The survey is open through next Wednesday. Lori reported that the response was up from last time and that the library's presence at a table on Election Day effectively publicized the survey and the library.

6. New Business

a) Review 2009-2013 long range plan. The trustees agreed to review the plan and to be prepared to dedicate a meeting to making revisions and creating a long range plan for 2014-2019. Lori will share the results of the survey to help inform these efforts.

b) Discuss reviewing/revising trustee by-laws at December trustee meeting. Lori shared a copy of the current trustee by-laws. The trustees will review the by-laws and be prepared to make necessary changes at the next regular meeting.

7. Public Comment—none.

8. **Next regular Trustee meeting date is Wednesday, December 12, 2012 at 5:00 p.m.**

9. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,
Ann Hoey, Secretary