

Baker Free Library
Board of Trustees Meeting
February 20, 2013

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:00 pm. Also present were Ann Hoey, Mark Leven, Ingrid White, and Library Director Lori Fisher. Lisa Richards was absent.
2. Minutes. The minutes of January 9, 2013 were reviewed. Mark moved to accept the minutes of January 9th, Tom seconded, and the minutes were approved.
3. Treasurer's Report.
 - a) The January 2013 monthly report was reviewed. Lori explained that the high bank charge was due to the annual safety deposit box fee. Ann moved to accept the Jan. 2013 monthly budget report, Mark seconded, and the report was accepted.
 - b) The December 2012 RSA & Special Expenditures Report was reviewed. Lori explained that the \$625.60 disbursement was for reimbursing the book budget. Last year, the Trustees had approved using special expenditure money to purchase additional eBooks, but Lori had used money from the collection development budget line, so the \$625.60 would be moved back to the book budget. Tom moved to accept the December 2012 RSA & Special Expenditures Reports, Ingrid seconded, and the December 2012 special expenditure report was approved. The January 2013 RSA & Special Expenditures Report was also reviewed. Ingrid moved to accept the January 2013 RSA & Special Expenditures Reports, Tom seconded, and the January 2013 special expenditure report was approved.
 - c) Donations--Ann moved to accept the \$2,310.49 in Holiday Give Tree donations for December 2012, Mark seconded, and the donations were accepted.
 - d) Inquiry access for Director to all accounts--Lori requested that she be able to have inquiry access to the checking and statement savings accounts, especially since she will be assuming some interim treasury duties. Ann moved to grant Lori inquiry access to the checking and statement savings accounts, Mark seconded, and the motion passed.
 - e) Approval of H.L. Turner bill--The architectural firm submitted a bill for \$5,880, which represents 50% of the 70% project. Tom moved to approve payment of this bill, Ann seconded, and the motion was passed. Lori will submit to the Trustee of the Trust Funds for payment. Lori also said that she had requested pdf images of the renovation project from H.L. Turner.
4. Director's Report.
 - a) January 2013 statistics: Circulation has increased, but computer usage and program attendance is down. The January weather was probably a factor for the decrease in computer use. Lori attributed the decline in adult program attendance to the fact that the knitting club no longer needed a librarian on site at White Rock and the library had lower participation in technology classes. Lori plans to begin eReader classes at White Rock since residents have requested such assistance.

- b) Town department heads summary: Lori reported that the Town has adopted a new drug testing policy for anyone operating a town vehicle. .
- c) Building Maintenance: The furnace pump motors are now repaired and functional. The cost for service totaled \$2600.
- d) Professional development update: Lori reported that the staff will be attending a number of workshops, webinars and conferences during the upcoming weeks. Lori will be at the PLA Leadership program from March 4-8 in Chicago.

5. Old Business

- a) 2013/2014 Town Budget public hearing 2/13--Ann reported that only five residents attending the hearing. One resident asked about the library renovation and Lori explained the history and the progress to date. Lori said that the question pointed to a need for more information and education about the renovation project. Lori developed a one-page flyer for inserting into town reports. Ingrid suggested some changes in formatting. Lori will get the flyer mass copied in color. Flyers will be inserted into books checked out in the coming weeks.
- b) Lower Level renovation
 - 1) Building Committee update: Ingrid said that the committee met last week. Leah was not able to attend. The committee reviewed the new draft of the case for support. Gary Nylen was not present, but he is supposed to contact more people for interviews.
 - 2) Foundation creation progress: Ingrid called Jim Hatem, and they will meet next week for a formation meeting. She will email other foundation members and will call Terry Knowles to schedule a workshop.
 - 3. Feasibility study update: This has been put on hold. Leah plans to conduct interviews on Thursday, February 21 at the library.

6. New Business

- a) Roof—The storm earlier this month blew off tiles on the roof of the old building. Jim Kelso looked at roof and determined that it is failing. Lori will get estimates for roof work in the spring.
- b) Parking concerns—Ingrid received a call from Budget Committee member Deb Alfano, who expressed concerns about the parking issues related to the lower level renovation. The trustees agreed that a parking feasibility study is needed. Jay from HL Turner will give us information about parking needs.

8. Public Comment—none

9. Meeting dates:

**Next regular Trustee meeting: Wed., March 13, 2013 at 5:00 p.m. in Meeting Room
Special Trustee Meeting: Wednesday, March 27, 2013 at 5:00 p.m. in Meeting Room
Town Meeting: Wednesday, March 13, 2013 at 7:00 p.m. at BHS Auditorium**

10. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,
Ann Hoey
Secretary