

Baker Free Library
Board of Trustees Meeting
March 12, 2014

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:20 pm. Also present were Paris Awalt, Ann Hoey, Mark Leven, Ingrid White, and Library Director Lori Fisher.
2. Minutes. The minutes of February 12, 2014 were reviewed. Tom moved to accept the minutes of February 12, Mark seconded, and the minutes were approved.
3. Treasurer's Report.
 - a) The February 2014 monthly budget report was reviewed. Lori explained that most of the building maintenance comes in the spring, which accounts for the lower than expected expenditures at this point. She said that the high number budgeted for the Library Supplies line was due to a memorial donation that will be spent later in the year. Ann moved to accept the February 2014 monthly budget report, Ingrid seconded, and the motion passed.
 - b) The February 2014 RSA & Special Expenditures Report was reviewed. Mark noted that the money market savings account balance of \$500.24 had been transferred to the Special Expenditures account. Tom moved to accept the February RSA & Special Expenditures Report, Ann seconded, and the motion passed.
4. Director's Report
 - a) February 2014 statistics: There was no discussion about the report.
 - b) Town Department Heads meeting: Lori reported that there will be an Active Shooter drill at Concord Hospital on March 29, 2014.
 - c) Collection development updates: Lori said that the CD music collection had been moved into the center to allow more room for the DVD collection. She said that she and staff had been weeding the Fiction and Juvenile collections. Tom asked about the kinds of items that were weeded. Lori explained that she was following the Collection Development policy and said that factors such as condition, circulation history, copyright date and others influenced the decision to weed an item.
5. Old Business
 - a) Roof leak/Primex insurance claim: Prior to the meeting, Lori and Tom met with the roofer to inspect a current leak. The roofer will replace all four drains. Lori will submit a claim to Primex.
 - b) Elevator Status: no update.
 - b) Sign Committee update: no update.
6. New Business

a) 2014 Town Meeting prep/review: Mark reported that he is ready to discuss Warrant Article #12 and shared his talking points. Tom is prepared to address Warrant Article #17.

7. Lower Level Renovation

a) Meeting re: updated cost estimates from H.L. Turner—Mark reported that H.L. Turner had been instructed to obtain detailed construction estimates and give an updated report to the Trustees.

b) Foundation update: The Foundation Board is still awaiting word from the IRS regarding their tax-exempt status.

c) Parking update: Lori has put the updated parking information on the Lower Level website.

d) Public phase of campaign: We will begin this after the private phase ends. Ingrid will compile a list of ideas, and Paris will bring in a fundraising book. It may be a good idea to establish a smaller committee to address this phase of the campaign. Ingrid will contact Arlana to determine her interest in participating in this phase.

e) Timeline revisions: not presented.

f) Trustee & Joint committee donations: All of the trustees and the staff have contributed toward the campaign.

8. Public Comment--none

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

Next regular Trustee meeting date is Wednesday, April 9, 2014 at 5:00 p.m. in the Meeting Room.

Respectfully submitted,
Ann Hoey
Secretary