

**Baker Free Library
Monthly Trustees' Meeting
Wednesday, April 11, 2012 at 5:00 pm
MINUTES**

Attending the meeting: Lori Fisher, Lisa Richards, Ingrid White, and Tom Ives.

Not attending the meeting: Ann Hoey

1. Meeting was called to order at 5:00 PM by Tom Ives.
2. John Urdi, Bow resident and architect with Dennis Mires, PA, asked to meet with the Board about the Lower Level Renovation Project. Mr. Urdi had several questions and concerns about miscommunication concerning his original letter of interest in the lower level project, and asked if there was still an opportunity for architectural companies to submit a schematic design. He also voiced a concern that any estimates provided now may not be a true estimate when the construction project proceeds due to a time delay.
3. Welcome to new trustee Mark Leven: delayed until next meeting.
4. Election of 2012/2013 officers: delayed until next meeting.
5. March 7, 2012 minutes were approved on a motion by Lisa, seconded by Ingrid, and passed.
6. Treasurer's Report:
 - March 2012 monthly Budget Summary was approved on a motion by Lisa, seconded by Ingrid, and passed.
 - February and March 2012 RSA and Special Expenditures Reports were approved on a motion by Ingrid, seconded by Tom, and passed. Lisa was asked to check with the bank on the penalty fee for withdrawing funds early from the CD at Merrimack County Savings Bank. Lori was asked to provide details next month on what the RSA funds may be expended on.
 - There were no donations.
7. Director's Report:
 - a) Town department head meetings summary: New selectman chairperson is Colleen Hunter. Harry Judd is the vice-chairperson. The town clerk's office is considering closing on Fridays, and Lori suggested it may be appropriate for the library to have 1-2 staff certified as notary publics.
 - b) Friends of BFL update: delayed until next meeting.
 - c) March 2012 BFL statistical summary: report was distributed.
 - d) Public Libraries Association conference summary: delayed until next meeting.
 - e) Staffing update on vacant position & staff performance reviews: delayed until next meeting.
 - f) Upcoming staff professional development: delayed until next meeting.
 - g) Upcoming maintenance on grounds/building: delayed until next meeting.

8. Old Business

a) Basement renovation

1. Building Committee update: Next meeting will be held on April 23, at the Municipal Building, Room B, at 7:00 PM.
2. Library parking update: no update at this time.

9. New Business

- a) Public Posting policy revision proposal: Lori suggested several changes to the policy, which were approved by trustees, on a motion by Lisa, and seconded by Ingrid, and passed. The major change was the removal of a list of items which are not allowed to be posted or distributed in the library.
- b) Thank you note from former trustee Colleen Haggerty was read.
- c) Expansion of the trustee group: Lori is suggesting that we consider expansion of the trustees to include several public advisory non-voting members, including a member of the teen advisory board. This will be discussed at the next meeting.
- d) Tudor Free Library: The Henniker Library has indicated an interest in obtaining older library shelving, which the BFL has in the basement. Lori recommended we donate it once the BFL lower level renovations are completed.

10. Next regular meeting is scheduled for Wednesday 5/9/2012 @ 5:00 p.m.

11. Meeting adjourned at 6:15 PM.

Respectively submitted by,
Lisa Richards, Acting Secretary