

Baker Free Library  
Board of Trustees Meeting  
June 11, 2014

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:03 pm. Also present were Paris Awalt, Ann Hoey, Mark Leven, Ingrid White and Library Director Lori Fisher.

2. Minutes. The minutes of May 14, 2014 were reviewed. Mark moved to accept the minutes of May 14, Paris seconded, and the minutes were approved.

3. Treasurer's Report.

a) The May 2014 monthly budget reports were reviewed. Paris noted the high fuel costs, which were expected because we are no longer in the buying co-op. She also pointed out the higher amount of non-resident fees, which are due to more people requesting non-resident library cards. Lori pointed out that much of the building and grounds maintenance is done in the spring, so there will be more spending in those accounts soon.

b) The May RSA & Special Expenditures reports were reviewed. Mark noted that the March receipts included \$26.57 in coffee money and a \$784.00 insurance payment. Tom moved to accept the May RSA & Special Expenditures reports, Ingrid seconded, and the motion passed.

c) Donations: Mark moved that we accept the donation of a painting, Ingrid seconded, and the motion passed.

4. Director's Report

a) May 2014 statistics: Lori pointed out that program attendance was down. She attributed this to the fact that library outreach programs in the school had ended in early spring.

b) Town Department Heads meeting: The town will be starting the budget process in September, so the library trustees will have to review the budget at the August meeting.

c) 100<sup>th</sup> Anniversary commemorative sun catchers: Mark reported that the sun catchers will be sold for \$10 each through the end of the year.

d) 100<sup>th</sup> Anniversary event update: Lori said that the library was partnering with the Bow Men's Club and the Heritage Commission. She is contacting other community groups as well. The trustees discussed the feasibility of including some passive fundraising activities with the event. The church, where the food will be served, does not allow for raffles. The trustees concluded that informational tables will be available with opportunities for donations to the lower level project.

e) Trustee assistance at SRP kick-off on 6/20: The trustees all indicated that they would attend the summer reading kick-off that evening and help at the informational table.

f) ALA Conference 6/25-7/1: Lori will be attending the American Library Association annual conference.

## 5. Old Business

- a) Oil to gas conversion update: Lori signed the contract with Liberty Utilities. The library will not be charged for the hook up to the street. The work will be done some time in August, and Bow Plumbing and Heating will install the new gas furnace.
- b) Sign Committee update: no update.

## 6. New Business

- a) Meeting Room Agreement policy review/revision: Paris inquired about the possibility of amending the policy to allow for alcohol during functions. Paris will check with the town policies and Lori will investigate the library deed. Mark moved to accept the Meeting Room Agreement, Ann seconded, and the motion passed.
- b) 2015/16 Warrant article: Tom moved that we adopt the following warrant wording: "To see if the Town will vote to raise and appropriate the sum of \$100,000 to be added to the Library Lower Level Capital Reserve Fund previously established." Mark seconded, and the motion was passed unanimously.

## 7. Lower Level Renovation

- a) Foundation update. The Board continues to await word from the IRS regarding the tax-exempt status. If it does not hear something by September, it will send a letter of inquiry to the IRS. The Board adopted a policy on check writing.
- b) Parking update: Tom is waiting to hear from the Board of Trustees at the Methodist Church.
- c) Private phase of campaign: Mark said that he hopes that we will have raised about \$150,000 in pledges and donations soon.
- d) Public phase of campaign: Tom and Paris reported on various projects discussed at the Joint Lower Level meeting last week. Paris is eager to put together some fundraisers that have a life beyond the lower level fundraising goal. The next meeting is scheduled for **July 15 at 5:30 pm**. We will try to put together a plan and a time-line at that meeting.

## 8. Public Comment--none

9. The meeting was adjourned at 6:37 p.m.

**Next regular Trustee meeting date is Wednesday, August 13, 2014 at 5:00 p.m. in the Meeting Room.**

Respectfully submitted,  
Ann Hoey  
Secretary