

Baker Free Library
Board of Trustees Meeting
June 13, 2012

FINAL Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:05 pm. Also present were Ann Hoey, Mark Leven, Lisa Richards, Ingrid White, and Library Director Lori Fisher.
2. Election of 2012/2013 Officers. The following slate was presented: Tom Ives, President; Lisa Richards, Treasurer; Ann Hoey, Secretary; and Ingrid White, Lower Level Renovation Committee Chair. Ingrid moved to approve the slate of officers as presented, Ann seconded, and the motion was passed.
3. Minutes. The minutes of April 11, May 9, and May 23 were all reviewed and accepted. Ann abstained on the vote for approval of April 11 minutes and Lisa abstained on the votes for the approval of the May 9 and 23 minutes.
4. Treasurer's Report.
 - a) The May 2012 monthly report was reviewed and approved. Lori explained that the training line was over-budget due to higher-than-expected hotel costs at PLA.
 - b) The May 2012 RSA & Special Expenditures Reports were reviewed. Tom moved, Lisa seconded, and the special expenditures were approved.
 - c) We received \$468 in donations. Tom moved, Ingrid seconded, and the donations were accepted.
5. Director's Report.
 - a) Town department heads summary: Lori reported that the town had chose Comcast for its phone and internet service. The library will stick with Bayring. The town will not be convening an employee benefits committee for the next fiscal year. The elementary school may need a bond for building repairs, and the school meeting next year will be held one week before the town meeting. Lori is presenting at the Bow Rotary Meeting on June 22.
 - b) Friends of BFL update: Lori will meet with Chris to discuss a strategy for narrowing down book donations. The spring book sale was successful.
 - c) May 2012 BFL statistical summary: The library continues to show increases in circulation, program attendance and computer use.
 - d) Staffing update: Lori discussed her plans to better utilize staff in scheduling to accommodate increased demand on Saturdays and evenings. She hired Ellen Attorri for the summer, and will hire someone for a permanent position in August.
 - e) Computer hardware/software update: The recent installation went well. Lori worked long hours over the weekend to make it possible. We came in under budget for the labor costs. Lori replaced the old receipt printers with two new ones for \$265 each.
 - f) Outdoor maintenance update: Burton Landscaping donated lawn seeding.
 - g) Other FY 2011/12 expenses: none

6. Old Business

- a) NHRS audit results--Baker Free Library was randomly audited. There was a problem with Lori's wage report for her first year of employment at the library. She is missing over a month of service credit for retirement based on her start date.
- b) Lower Level renovation
 1. Committee update: The Lower Level Renovation Committee met on Monday, June 11. They put together a list of potential donors for the feasibility study.
 2. Vote on hiring a fundraiser: This was postponed to Friday, June 15.
 3. 2012/13 warrant article monies: Ingrid will consult town attorney to determine if trustees need to do an RFP. The trustees will discuss further at the Friday, June 15 meeting.
 4. CIP request for 2013/2014 warrant: Tom moved and Lisa seconded the motion to ask the town to raise \$150,000 toward the cost of the lower level renovation with the Trustees named as the fiscal agents. The motion passed.

7. New Business

- a) 2013/2014 Budget Process update: Lori reported that the town has accelerated the budgeting schedule. Department budgets are due by the end of September, so the Trustees will review next year's budget in August.
- b) Meeting Room policy: The Trustees reviewed the meeting room policy and made no changes.
- c) Attorney review of patron behavior and unattended children policy: Lori plans to ask an attorney at Ransmeier & Spellman to review these policies. The Trustees agreed.
- d) Trustee Workshop report: Ann learned at the workshop she attended that afternoon that the by-laws of the trustees governing term limits were in violation of RSA 202-A:6. The term length for library trustees in NH is three years. Ingrid will ask the town attorney about this. The trustee workshop also emphasized the need for regular evaluations of all staff, including the director. The trustees will conduct an evaluation of Lori in the fall. She has completed evaluations of the staff.

8. Public Comment--none

9. **Next Trustee meeting date is Wednesday, August 8, 2012 at 5:00 p.m.**

10. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,
Ann Hoey
Secretary