

Baker Free Library  
Board of Trustees Meeting  
August 1, 2012

Final Minutes

1. Call to Order. Tom Ives called the meeting to order at 6:04 pm. Also present were Ann Hoey, Mark Leven, Lisa Richards, Ingrid White, and Library Director Lori Fisher.
2. Minutes. The minutes of June 13 and June 15, 2012 were reviewed. A name misspelling was corrected and an incorrect statement was deleted. Lisa Richards moved to accept the minutes of June 13 and June 15 with the corrections, Ingrid seconded, and the motion passed.
3. Meeting with fundraiser Leah Shuldiner. After introductions, Leah outlined the steps of the campaign, her involvement, and the expectations for the role of the trustees. The trustees may need to consider developing a database if Excel cannot meet the needs of the campaign record-keeping. Lori will look into getting information about starting a Library Foundation. Leah asked trustees and others to send personal quotes about why the project is meaningful to us individually. Her email is [leah@shuldiner.com](mailto:leah@shuldiner.com). She also encouraged us to develop confidentiality agreements for volunteers, staff, and trustees.
4. Treasurer's Report.
  - a) The June 2012 monthly report was reviewed and approved. . Lori will check with the Town about the best way to do so. Lisa moved to accept the June 2012 monthly budget report, Ann seconded, and the report was accepted.
  - b) The June 2012 RSA & Special Expenditures Reports were reviewed. Lisa noted that there is a penny discrepancy in the CD interest amount. Tom moved to accept the June 2012 RSA & Special Expenditures Reports, Ann seconded, and the special expenditures were approved.
  - c) We received \$356 in donations. Ann moved to accept the donations, Ingrid seconded, and the donations were accepted.
5. Director's Report.
  - a) Town department heads summary: Lori reports that the first stage in street re-naming is underway. She also reiterated the accelerated dates of the budget process. The library budget must be submitted to the Town Office by September 14, 2012. The library budget is scheduled for discussion with the selectmen on November 6, 2012--Election Day. The meeting with the Budget Committee will be held sometime between Thanksgiving and December 17, 2012. Next Wednesday, August 8, Lori and the trustees will meet with the CIP Committee to discuss the CIP request. The time will be announced.
  - b) Friends of BFL update: The Friends have not met since April, and Lori has not yet heard from Chris Carley.
  - c) January - June 2012 BFL statistical summary: The library's circulation topped 10,000 in June, and July is expected to have an even greater number. Although

demand for e-books continues to increase, the demand for print materials remains strong and consistent.

d) Staffing update: Because of the increase in patron use of the library, Lori has tried to schedule three people to staff the library at any one time. As a result, some staff will have an increase in their hours. Lori is also advertising for two positions. She re-structured staff responsibilities, and is looking for a new staff member who will be able to respond to the increased request for technology assistance.

e) Facilities update: The lockdown room is completed, and two drills will be conducted. The Safety Committee needs to meet. Lori will ask Mark if is willing to be the trustee liaison. The staff would like overhead signage in parts of the library. Lori estimated the cost for new signs to be about \$600. Lori shared a price quote of \$1577 for sealing and striping the parking lot. This will be put in the 2013-14 budget.

## 6. Old Business

### a) Lower Level renovation

1. Committee update: The Lower Level Renovation Committee will meet on Monday, August 6, 2012. They plan to launch the fundraising.

2. Ingrid distributed copies of the RFP that she had developed. The trustees looked over the RFP draft and made some suggestions. It was decided that the trustees should review the draft overnight and meet on Thursday, August 2, 2012 to complete the revisions and vote to approve a final RFP.

3. CIP request for 2013/2014 warrant: The meeting with the CIP Committee is scheduled for Wednesday, August 8 at a time to be announced. Trustees who are available that day will attend the meeting, which will be held at the Town Office.

## 7. New Business

a) Holiday closures for December 2012. Lori proposed that the Library close on Monday, December 24, 2012. It will re-open on Wednesday, December 26 that week. Ann moved to accept this proposal, Ingrid seconded, and the motion was passed unanimously.

b) Out-of-town fee increase for 9/1/2012. Lori proposed that the Library raise the fees of the library card for out-of-town residents. As of September 1, 2012, the fee for people under age 65 would rise from \$85 to \$90 and the fee for those over age 65 would rise from \$40 to \$45. As of 2011-12, the library's average tax impact is \$122. Ingrid moved to accept the proposed increases, Lisa seconded, and the motion was passed unanimously.

c) New Lockdown policy. The trustees reviewed the new lockdown policy. Tom moved to accept the policy, Ann seconded, and the policy was accepted by all of the trustees.

d) Bank account changes. Tom and Lisa went to the bank and received paperwork for identifying which individuals on the account have the authority to conduct

specific actions in regard to the account. The trustees reviewed the document and identified the appropriate individuals for each of the powers listed.

8. Public Comment--none

9. **Next Trustee meeting date is Wednesday, August 29, 2012 at 5:00 p.m.**

10. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,  
Ann Hoey  
Secretary