

Baker Free Library
Board of Trustees Meeting
August 14, 2013
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:32 pm. Also present were Paris Awalt, Ann Hoey, Mark Leven, Ingrid White, and Library Director Lori Fisher.

2. Minutes. The minutes of July 17, 2013 were reviewed. It was noted that Lori Fisher was absent from the meeting, and the minutes were amended to reflect that. Mark moved to accept the minutes as amended, Ingrid seconded and the minutes of July 17, 2013 were accepted.

3. Treasurer's Reports.
 - a) The June & July 2013 monthly reports were reviewed. The 2012-13 fiscal year ended with about \$5,000 more than we had budgeted due to lower than expected electricity costs and lower personnel costs. The lower personnel costs reflected the changes in personnel over the last year. Ann moved to accept the June monthly report, Ingrid seconded, and the report was accepted. The July monthly report reflected the fourth quarterly payment, which accounted for the negative balances for some of the budget lines. Tom moved to accept the July 2013 monthly budget report, Mark seconded, and the report was accepted.
 - b) The June & July 2013 RSA & Special Expenditures reports were reviewed. Ann moved to accept the June 2013 RSA & Special Expenditures report, Ingrid seconded and the report was accepted. Ann move to accept the July 2013 RSA & Special Expenditures report, Ingrid seconded and the report was accepted.
 - c) Donations— In June, the library received donations in memory of Gert Page as well as donations from the Romance Writers' Group and Allegro Microsystems. Mark moved to accept the \$1,227.87 in donations for the month of June, Paris seconded, and the donations were accepted. In July, donations were made in memory of Waite, a former children's librarian at the Baker Free Library. Ingrid moved to accept the July donations of \$150.05, Mark seconded, and the donations were accepted.

4. Director's Report.
 - a) July 2013 statistics: The trustees reviewed the report. Of note: July 2013 had the highest number of circulating materials ever.
 - b) Town department head meeting: The audit has been re-scheduled for September. The town will conduct a leadership training for all department heads. The town manager met with the fire marshal, but nothing has been finalized regarding the fire station and community building.
 - c) Update re: Betsy Mahoney's NELLS experience: Lori reported that Betsy had a good experience and that she will be participating in a group project with the other NH NELLS representatives.
 - d) Upcoming professional development: Lori and Ann will attend a strategic planning workshop on September 12. Molly will attend the YALS Teen Conference on September 26, while Jennifer will go to the CHILIS Conference in October. Lori is presenting at the

NELA Conference in Portland, ME in October. Her registration will be covered by NELA because she is a presenter. Amy will attend the WOTM co-op meeting on digital devices and Deb is enrolled in Primex's customer service workshop, which is free of charge for Bow town employees.

e) Lori discussed the plans to install a chair rail in the meeting room so that a larger, more child-friendly felt board could be affixed.

5. Old Business

a) Library roof scope of work update: Tom reported that he had not heard back from Jim Kelso. He will contact another contractor if he doesn't hear from Jim in the next week.

6. New Business

a) 2014/2015 budget review: The trustees reviewed the draft of the new budget. The increase in the budget is due to higher personnel benefits costs. The trustees also discussed the changes in job duties for the Children's Librarian, but made no final decisions on this issue. Trustees should send any questions about the budget to Lori by August 30, 2013.

b) Cash Receipts Policy & Procedures revisions: The trustees reviewed the changes. Mark moved to accept the revised cash receipts policy & procedures, Paris seconded, and the revised policy was accepted.

c) Draft credit card policy: The trustees reviewed the policy. Ann moved to accept the credit card policy, Paris seconded, and the policy was adopted by the trustees.

d) Request from patron regarding donor plaques over water fountain: The trustees discussed the request from a patron to make a memorial donation and have the gift be acknowledged on one of the two blank slots. Because there was no record of the amounts given by the other donors on the plaque, the trustees determined that a minimum donation of \$250 be made in order for the gift acknowledgment to be engraved on the plaque.

e) Rotary & annual auction request: The Rotary would like to hold its annual auction in the library basement in case the community center cannot be used. Lori will find out the maximum number of people allowed in the area as well as any liability issues regarding the use of the outside stairs.

7. Lower Level Renovation

a) Foundation update: Ingrid reported that officers had been elected, and that she and Paul Rizzi needed to open a banking account. The stocks need to be liquidated and the money put into the foundation account as well as the \$500 from another account. Ingrid said that there is a \$750 filing fee for the 501 3 C status. Mark also discussed the contingency plan of having the Friends act as a temporary fiscal agent so that donors could receive a tax deduction for contributions made in 2013.

b) Parking update: There is a lawyer's agreement, and the abutters need to be approached.

c) Solicitation update: Mark said that assignments had been made for himself as well as Paul Rizzi, Gary Niland, and Tom Ives. Ingrid also said that she would solicit the 10 people on her list. Paris said she would accompany a solicitor, and Ingrid asked if she would like to go with her to ask potential donors. Ann is also willing to help with solicitations.

- d) Bow Rotary naming opportunity: The trustees discussed the proposal by the Rotary and agreed that they could establish, in the common area, a Bow Community bulletin board with a section for their organization's notices. Ingrid will follow up with the Rotary about this request.
- e) Sharing solicitation materials with other town department heads: The trustees agreed that Lori should share these materials with the other department heads so that they are informed about the lower level foundation activities and fundraising efforts.
- f) Lori will do a self-assessment by the September trustees meeting. The trustees will finalize an evaluation form/process at a brief meeting, time and date to be decided.

7. Public Comment—None.

8. The meeting was adjourned at 7:00 p.m.

Upcoming Regular Trustee meeting date is Wednesday, September 11, 2013 at 5 p.m. in the Meeting Room.

Respectfully submitted,
Ann Hoey, Secretary