

Baker Free Library  
Board of Trustees Meeting  
September 10, 2014

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:15 pm. Also present were Paris Awalt, Ann Hoey, Mark Leven, Ingrid White and Library Director Lori Fisher.
2. Election of Officers. Tom moved to nominate Paris for secretary; Ann seconded; the motion passed unanimously. Tom moved to nominate Ann for president; Ingrid seconded; the motion passed unanimously. Tom moved to nominate Mark and Ingrid as co-Treasurers; Ingrid seconded Mark's nomination; the motion passed unanimously. Mark seconded Ingrid's nomination; the motion passed unanimously. It was discussed that Tom could be Trustee-at-Large.
3. Minutes. The minutes of August 13, 2014 were reviewed. Tom moved to accept the minutes of August 13, Mark seconded, and the minutes were approved.
4. Treasurer's Report.
  - a) The August 2014 monthly budget report was reviewed. Mark moved to accept the August report, Tom seconded, and the report was approved.
  - b) The August 2014 RSA & Special Expenditure Reports was reviewed. Mark noted the disbursement from the special expenditure 1012355 was for coffee. Mark noted that the expenditures in the August RSA 5014425 account concerned the copier. Lori is exploring options for purchase or lease of a new copier. Tom moved to accept the August 2014 RSA & Special Expenditure Report; Ingrid seconded and the motion passed.
  - c) August 2014 Deposits. Mark noted that a large portion of the current deposit were donations in memory of Bob Morgan. There were zero donations in August of \$100 or more.
  - d) It was decided to table the discussion of putting RSA quarterly reimbursement in Special Expenditures.
5. Director's Report
  - a) The August 2014 statistics will be presented at the October meeting. Lori noted that the library annually takes an ad annually in the BHS yearbook. The cost is \$75 for a 1/4 page. Tom made the motion to take out a yearbook ad; Paris seconded; the motion passed. Lori reflected that the Robert Morgan donation could be earmarked for youth literacy and discussed options the staff had proposed. One option was for BFL to collaborate with the three Bow schools to bring in a well-known author, with a target audience of the middle school. Ann made the motion to accept the proposal; Paris seconded, the motion passed unanimously.
  - b) Town Department Heads meeting: There was a 23% voter turnout for the elections.
  - c) 100<sup>th</sup> Anniversary event update: Lori reported that arrangements were moving along well. The food and who will cook is lined up. Formal sign approval is being sought. The notice will go out in three weeks. Reservations for the events will be required.

- d) AM Circulation Desk Position. Lori reported that the recent hire for the position will step down due to personal reasons. The job will be reposted.
- e) The copier is dying. Lori is exploring lease options and will bring in the numbers to the October meeting.

6. Old Business

- a) Oil to Gas Conversion update: Bob Ives will order the boiler. BFL should be on the work schedule by 09/30/14 to install it. Mark motioned to send the invoice, when received, for payment to John Caron of the Trustees of the Trust Fund; Paris seconded; the motion carried.
- b) Elevator Repair/Replacement: HL Turner has not notified the Library who will be the replacement architect for the Lower Level. The firm has not returned Lori's calls. Mark will call if Lori does not hear from anyone by 09/12/14.
- c) Sign committee update (Ann): no update.

7. New Business

- a) Update on 08/18 meeting CIP meeting: Ann, Ingrid, and Paris represented the Library at the CIP meeting. They updated the committee on the current status of the Lower Level Renovation Project. The committee expressed concern that the project would run over cost; the Trustees reassured the committee that would not be the case. The committee thought there would be large historical artifacts for which the library would not have room; the Trustees clarified that the Heritage Room in the library would be primarily for the preservation of historical documents.

7. Non-Public Session

At 6:23 p.m. the meeting went into non-public session, pursuant to RSA 91-A:3, 11(c).  
At 6:59 p.m. the non-public session closed and the minutes sealed for 50 years.

8. Public Comment--none

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

**Next regular Trustee meeting date is October 08, 2014 at 5:00 p.m. in the Meeting Room.**

Respectfully submitted,  
Paris Awalt  
Secretary