

Baker Free Library  
Board of Trustees Meeting  
September 11, 2013  
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:00 p.m. Also present were Paris Awalt, Ann Hoey, Ingrid White, and Library Director, Lori Fisher. Mark Leven was absent.
  
2. Minutes. The minutes of August 14, 2013 were reviewed. Ingrid moved to accept the minutes, Paris seconded and the minutes of August 14, 2013 were accepted. The minutes of September 4, 2013 were reviewed. Tom moved to accept the minutes, Ann seconded, and the minutes of September 4, 2013 were accepted.
  
3. Treasurer's Reports.
  - a) The August 2013 monthly report was reviewed. Lori noted that Fred Fuller locked in a price for fuel oil for the library at \$3.39/gallon, although if the price falls, then the library will get the lower price. If the library consumes 3800 gallons of oil like it did last winter, then it will exceed the \$12,000 budgeted for fuel oil. Lori will cover any increase by taking money from other budget lines. Ann moved to accept the August 2013 monthly budget report, Ingrid seconded, and the report was accepted.
  - b) The August 2013 RSA & Special Expenditures reports were reviewed. Tom moved to accept the August 2013 RSA & Special Expenditures report, Ann seconded and the report was accepted.
  
4. Director's Report.
  - a) August 2013 statistics: The trustees reviewed the report. With the exception of computer use, all other library statistics are up.
  - b) Thank you note: Lori read a thank you note from Cate DeVasto of the Rotary Club. The Club sent their appreciation for the Library Trustees' consideration of their request to use the lower level for their auction. Because of the number of expected attendees at the event, the Fire Chief could not give his approval for the Rotary Club to hold its function in the lower level. It will be held at the Community Center instead.
  - b) Town department head meeting: The CIP Committee will meet on September 24 with the Board of Selectmen. The Budget Committee has published a preliminary calendar of meeting dates, but Lori will send us firm dates as we get closer to January. There will be leadership training for all department heads. The CIP Committee put in \$200,000 for the design and specifications of a community building. November 15, 2013 is the deadline for modification of the sleep quarters for the firemen. September 2016 is the deadline for all modifications of the building. Arrests are up 20% in Bow. The hazardous waste day is October 5. Tom will take the library's materials to the collection site that day.
  - c) Bow Community Meeting update: Jennifer attended the meeting, which was called by the Rotary Club.
  - d) Collaboration with the BHS Music Department: Students in the music department will perform at the library in January and in February next year.

e) Bow Business meeting: Lori plans to attend the next meeting at the Hampton Inn on September 25.

#### 5. Old Business

- a) Library roof scope of work update: Jim Kelso will give scope of work to Lori by Friday or she will call another roofer.
- b) 2014/2015 budget update: Trustees reviewed the draft. There were two minor changes from the last draft, but the bottom line remains the same. Trustees will review longevity bonuses for 2015. Ingrid moved to accept the 2014/2015 budget, Tom seconded, and the budget was accepted.
- c) IGS form: Lori completed her responses, which the Trustees will review and discuss at the next Board meeting. Ann and Lori will develop a new tool for next year's director's evaluation and will seek other evaluation forms for staff.

#### 6. New Business

- a) Collection Development policy draft: Trustees had no questions about the draft and will discuss and vote on next meeting.
- b) Yearbook advertisement request: Paris moved to have the library purchase an ad for \$75 in the BHS yearbook, Ann seconded, and the motion passed.
- c) Personnel issue: Nonpublic session—At 6:24 p.m., Tom moved that the trustees enter a non-public session according to RSA 91-A: 3 to discuss a personnel issue. Ann seconded the motion, and the trustees were each polled and voted unanimously to go into non-public session. The motion passed by unanimous roll call vote. Ingrid moved to seal the minutes of the session for 50 years, Paris seconded, and the motion passed unanimously. At 6:35 p.m., Ingrid moved and Tom seconded that the trustees come out of non-public session.

#### 7. Lower Level Renovation

- a) Foundation update: Ingrid will call Jim Hatem and arrange to sign all documents. She will bring paperwork to Lori who will make copies and mail to Jim along with the check. Rita Morrison and Paul Rizzi, along with Ingrid, opened an account for the Foundation with the Friends as the fiscal agent. A lawyer will review the Friends' agreement.
- b) Bow Rotary donation update: Tom reported that the Bow Rotary would like to have the naming rights for the large meeting room. They would like a plaque listing the contributing members. They hope to raise the required funds.
- c) Parking update: Tom and Mark will meet with the NH Auto Association next week.
- d) Solicitation update: Lori redid the lists. There are still potential donors who have not yet been assigned. Ingrid said that Colleen Haggerty and Susan Hatem expressed a willingness to do the fundraising training.

7. Public Comment—None.

8. The meeting was adjourned at 6:55 p.m.

**Joint Trustee and Lower Level Committee meeting is Thursday, October 3, 2013 at  
5:30 pm in the Baker Room  
Upcoming Regular Trustee meeting date is Wednesday October 9, 2013 at  
5 p.m. in the Meeting Room.**

Respectfully submitted,  
Ann Hoey, Secretary