

Baker Free Library
Board of Trustees Meeting
January 11, 2012

Final Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:15 pm. Also present were Ann Hoey, Lisa Richards, Ingrid White, and Library Director Lori Fisher. Colleen Haggerty was absent.
2. Minutes. The December minutes were reviewed and Christine Carey and Chris Carley's names were corrected. Lisa moved and Ingrid seconded the corrected minutes of the December 14, 2011 meeting, and they were approved unanimously.
3. Treasurer's Report.
 - a. The December 2011 monthly report was reviewed and discussed. Non-resident fees are up. Periodical purchases are down this period because they are paid on a different schedule. Ingrid moved, and Ann seconded, and the trustees voted to accept the monthly report.
 - b. The October special expenditures report was reviewed. Ingrid moved, and Tom seconded, and the trustees voted to accept the October special expenditures report. The November special expenditures report was reviewed and a typo was corrected. Also, it was noted that the check from the BFL Friends accounted for most of the receipts. Ingrid will call Chris Carley to ask about his bill. The trustees also discussed moving the money currently in a CD into another account. No decision was made at this time. Ann moved, and Ingrid seconded, and the trustees voted to accept the November special expenditures report. The December special expenditures report was not available.
 - c. In December, \$1075 in cash/checks was collected from the giving tree, and \$195 in gift cards from Market Basket was received. Tom moved, and Ingrid seconded, and the trustees voted to accept the December donations.
4. Director's Report
 - a. Town department heads' meeting summary: The town budget has not yet been sent to the budget committee. At this point, employee health insurance will remain with Blue Choice, with increases in co-pays and higher office and ER visit fees. The library will also participate with the bank in doing a lockdown drill soon.
 - b. Friends of BFL update: There will be a poster contest at the Winter Fest. The Friends will staff a table with information about the library's lower level renovation at the event. The Friends will also sponsor a spring children's clothing sale and a poetry contest in June. Christine Carey reported positive feedback from members of the public regarding the library's services and staff.
 - c. 2011 statistical summary: 2011 circulation increased 2 % over 2010 and 14% over 2008. Circulation of downloadable audiobooks saw a 42% increase. Program attendance increased 21% over 2010, and Lori attributed the increase in

- attendance at children's programs to the presence of BFL staff at the Bow Middle School. Computer use decreased by 25% due to the availability of reasonably priced smart phones and tablets.
- d. Tech workshops groundswell—The workshops on e-readers attracted many and 20 people are on the waiting list for the first workshop. Two workshops were added to meet demand. John Trombley, a Bow community member, will teach a series of computer literacy classes; interest seems strong. Lori reported that library staff had been engaged with lots of technical troubleshooting for patrons. She discussed the need for the library staff to limit technical assistance to help with using the library's services. The staff does not have the time or the expertise to help every patron with a question about particular devices.
 - e. Building/Grounds maintenance update: Lori reported that the Department of Public Works had temporarily fixed the curb; they will do a more permanent repair job in the spring. AGS repaired the boiler, which shut down twice last month.
 - f. Computer maintenance issues: Lori discussed computer network problems, which she was able to repair herself.
 - g. Town employee recognition: This will be held on January 25 at 6:30 pm in the Old Town Hall. Charlotte Buxton will be recognized for 25 years, and Jen Leger for five years.
 - h. NHLA legislative hearing—Lori was scheduled to attend a hearing on January 12 regarding the abolishment of the Department of Cultural Resources (which would move the State Library to the Secretary of State). The hearing was postponed due to weather.

5. Old Business

- a. 2012/13 Budget update: Lori said that she had emailed Kally Abrams about the library meeting room availability for budget hearings.
- b. Lower Level renovation
 - 1. Building Committee update: Ingrid reported that the Monday meeting of the committee was productive: members discussed private fundraising as well as the hiring of a fundraiser. Lisa reported on some grants she will explore. Ingrid shared an informational flyer that will be distributed at the Winterfest. The trustees discussed the need to host a public information meeting at the Library, and it was decided to hold the meeting on Monday, February 13 from 6 to 8 pm during the time the Building Committee normally met. Ingrid will get food and email members of the Committee to encourage them to bring people to the meeting, and Lori will publicize the meeting. Someone will be on hand to talk about the project to members of the Ladies group, which meets earlier that evening.
 - 2. Library parking discussion and update: Ingrid will get the number of required parking spaces from Chris Carley and she will talk to the Auto Association about the use of their parking lot. Tom said he would try to get something in writing from the church if needed, but they did give an oral agreement.
 - 3. Fundraising—Tom said that he had given Lori a list of town businesses.

6. New Business

- a. Meeting Room use cost alteration request: Lori said that Bow resident Wendy Jensen had requested a lower fee to use the meeting room for her business. Tom moved and Lisa seconded a motion to deny the request. Tom, Lisa and Ann voted to approve the motion; Ingrid voted against the motion. The motion was accepted.
- b. Draft 2011 trustee report for town report: Changes and corrections were noted.
- c. Draft 2011 library director report for town report: Additions were suggested.

The next meeting is February 8, 2012 at 5 p.m.

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Ann Hoey, Secretary