

Baker Free Library
Board of Trustees Meeting
October 9, 2013

Final Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:00 pm. Also present were Paris Awalt, Ann Hoey, Ingrid White, and Library Director Lori Fisher. Mark Leven was absent.

2. Minutes. The minutes of September 11, 2013 were reviewed. Tom noted that Mark Leven's name should be added as visiting the NH Auto Association about parking. Ingrid moved to accept the minutes of September 11th as amended, Paris seconded, and the minutes were approved.

3. Treasurer's Report.

a) The September 2013 monthly budget report was reviewed. Tom asked about the salary line for part-time wages, and Lori said she would consult Abe. Ingrid inquired about the negative amounts in the Library Supplies line, and Lori explained that this was due to the fact that we haven't yet paid for a damaged memorial plaque. Ann moved to accept the September 2013 monthly budget report, Ingrid seconded, and the report was accepted.

b) The September 2013 RSA & Special Expenditures Report was reviewed. Lori indicated the need to correct some figures on the report. The misc. income from the photocopier was \$182.06, not the \$122.06 on the report. The total for the September receipts was also corrected: \$1,285.89, not \$1,225.87. Lori said that the most recent statement of the brokerage account indicated that the new balance was now \$3,370.64. Ann moved to accept the corrected September RSA & Special Expenditures Report, Ingrid seconded, and the motion passed. Ingrid moved that we authorize Tom Ives to liquidate the brokerage account and transfer the funds to the Friends of the Library as the fiscal agent for the Baker Free Library Foundation. Paris seconded the motion, and the motion passed.

c) Donations: Ingrid moved to approve the two \$250 donations from the Kropp Family, Paris seconded, and the motion passed.

4. Director's Report

a) September statistics: Ann asked whether statistics for the nonfiction collection were noted. She thought it might be good to track this collection in light of the Common Core standards and the new emphasis on nonfiction. Lori said she would begin adding that statistic to the report. Paris moved to accept the September statistical report, Ann seconded, and the motion passed.

b) Town Department Heads meeting: Lori shared the two options discussed for renovating the fire department building's residence quarters by November 1. She also talked about the Electrical Engineering report.

c) Staff Professional Development. Lori will attend the New England Library Association Conference as a presenter of two programs on October 20-22; Amy

will attend the READS Conference; and Jennifer will attend the CHILIS Conference on October 17. Lori also applied for Jennifer to attend a Supervisors' Academy four-day training in December.

d) Events calendars for October and November—Lori distributed copies of these to the trustees.

5. Old Business

a) Library roof bids: Lori called five roofing companies and only received a response from one. The bid from William Arsenault was for \$18,950 for roof replacement of the front section and repairs to other sections. This bid compares favorably with a bid obtained several years ago. Tom moved that the trustees approve the bid for \$18,950 and have Lori proceed with making arrangements to get the roof work done. Ingrid seconded the motion, and the motion carried.

b) Collection Development Policy draft review/approval: The trustees reviewed the changes to the policy, which included corrected information about the Bow community profile. Ann moved to accept the revised Collection Development Policy, Paris seconded, and the revised policy was accepted.

c) Lori's IGS update: The trustees will review the document that Lori completed and discuss on Tuesday, October 15 at 5:00 pm (before the meeting with the CIP Committee at 5:30 pm in the BFL meeting room.) Lori will email both her completed report as well as a blank copy.

6. New Business

a) 2014-2016 Strategic Plan process: Ann reported that she and Lori had attended a workshop addressing this issue and felt that the task of revising the library's strategic plan was something that could be finalized by next year's town meeting. Lori shared the timeline with the Trustees. Paris, Molly Milazzo, Lori and Ann have agreed to do research to help shape the revisions and will work on a draft for the Trustees to review.

b) Approval for December holiday closures. Tom moved and Ingrid seconded that the Baker Free Library close on December 25 and 26. The motion passed.

c) Library trustee appointment to Town sign committee: Lori shared the request from the Town for a library trustee to join the newly-formed sign committee. One of the trustees will try to attend meetings that have yet to be scheduled.

d) CIP Plan 2014-2019: The trustees discussed the upcoming meeting with the CIP chair on October 15 at 5:30 pm.

e) Request to use the Baker Room by Parks & Rec: Paris moved that the Trustees allow the Parks & Rec Dept. to use the Baker Room and to have Lori bring in a staff member early and to waive the fee for their use of the DVD player. Ingrid seconded the motion and the motion passed.

7. Lower Level Renovation

a) Foundation update: Ingrid reported that a fiscal agreement with the Friends of the Baker Free Library had been established and signed. Rita Morrison, Paul Rizzi and Ingrid had opened a bank account at the Merrimack for the Friends as fiscal agents. The application for the 501c3 status has been submitted to the IRS.

- b) Parking Committee update: Tom and Mark have met with the NH Automobile Association and will go to Bovie.
- c) Solicitation update: Paul Rizzi has been conducting solicitations.
- d) Design issue—reports from fire department and code enforcement: Lori's meetings with these department representatives revealed that the stairway in the library leading down to the lower level is not code compliant. Lori will get a quote from HL Turner about getting this stairway up to code.
- e) Election Day table: Ingrid will contact Peter Imse regarding a table at the Community Building on Election Day (Nov. 5, 2013). She is willing to staff it during the early morning hours when the traffic is heaviest.

9. Public Comment--none

10. Meeting dates:

Next regular Trustee meeting date is Wednesday, November 13, 2013 at 5:00 p.m. in the Meeting Room.

Meeting with the CIP Committee is on Tuesday, October 15 at 5:30 p.m. Trustees will meet at 5:00 p.m. that day to discuss IGS.

11. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,
Ann Hoey
Secretary