

**Baker Free Library
Board of Trustees Meeting
February 10, 2010
Minutes**

1. Call to Order

The meeting was called to order at 4:37. Present at the meeting were Colleen Haggerty, Elizabeth Foy, Tom Ives, Lisa Richards, and Library Director Lori Fisher.

2. Approval of Minutes

Minutes from January 13 meeting were approved with several corrections, on a motion by Elizabeth, seconded by Colleen, and passed 3-0. Minutes from special trustees meeting on January 29, 2010, were approved on a motion by Colleen, seconded by Elizabeth, and passed 4-0. Minutes from special trustees meeting on February 1, 2010, were approved on a motion by Lisa, seconded by Colleen, and passed 4-0.

3. Treasurer's Report

a. Monthly Budget Summary: Monthly budget report as of 1/31/10 was reported on by Tom. Expenses for the month were at 51.38%. Motion by Lisa to accept the report, seconded by Colleen, and motion passed 4-0.

b. Special Expenditures Account: Colleen reported on the January report. Total available in special expenditures is \$49,373.82. Motion by Lisa to accept the January report, seconded by Elizabeth, and motion passed 4-0. Colleen presented amended November and December reports. Motion was made by Tom to accept the amended reports, seconded by Lisa, and motion passed 4-0.

c. Donations: There were no donations in January.

d. Thank You Note: A thank you note from Jennifer Ericsson for her attendance at the ALA conference was shared.

4. Director's Report

a. Personnel Update: One staff member, Donna Downs, has resigned as of February 3, 2010. Forms from the NH Employment Security Department must be completed by Lori this week. Lori is planning how to provide staff coverage for Donna's hours.

b. Heating Evaluation Update: The heating system still has ongoing operating problems. Control Technologies Group has suggested it is a problem with the thermostat functionality. Lori will draft a letter to Control Technologies requesting information on what the final cost will be.

c. Friends Revitalization Update: Lori has been meeting with 2 Friends to draft bylaws and to plan a Friends Board meeting in March. The Friends will assist with arranging volunteers for the book sale; in the meantime Lori will let volunteers and organizations know she is not accepting any new volunteers for the book sale.

d. ILS Software Replacement Update: Lori has been reviewing options for new software, including open source and GMILCS (a consortium of southern NH libraries). The costs for joining GMILCS will be investigated further.

5. Old Business

2010/2011 Budget: The public budget hearing will be held on Friday, February 12, at Bow Memorial School.

6. New Business

a. Library Card Status for Former Employees: Library courtesy cards for former employees, except library directors, who are non-Bow residents will be allowed within the current calendar year up to the card expiration date.

b. Meeting Room Key Issue: A meeting room key was lost by Daisy Troop #22472. The key policy need to be revised, and Lori will get estimates for replacement of the locks. Lori will also talk with the Bow Police Department about keeping keys at the police dispatch station.

c. Revisions of Salaries and Benefits Portion of Personnel Policy: Several changes were discussed in the policy, including changing employee payment for a two-person or family medical plan from 10.0% to 12.5% of the difference between the single coverage and two-person or family coverage rate. This was approved on a motion by Colleen, seconded by Tom, and motion passed 4-0.

d. Trustee Candidates: Trustees discussed how current trustees should network with prospective trustees, and plan to add specifics about this to avoid a conflict of interest to the bylaws.

7. Next Meeting: Next meeting is March 10, 2010, at 5:30 PM, before the Town Meeting at 7:00 PM.

8. Adjournment: The meeting was adjourned at 6:08, on a motion by Colleen, seconded by Tom, and motion passed 4-0.

Respectfully Submitted,
Lisa Richards, Secretary