

**Baker Free Library
Board of Trustees Meeting
December 10, 2008**

Approved Minutes

1. Call to Order: The meeting was called to order at 5:08 pm. Present at the meeting were Colleen Haggerty, Lisa Richards, Tom Ives, Elizabeth Foy, John King, and Library Director Lori Fisher.

2. Approval of Minutes: A change was made to the November 12 minutes under Special Expenditures to state that \$1371.18 needs to be moved from special expenditures to the regular budget for lost and damaged books. Minutes were then approved on a motion by John, seconded by Tom, and passed 5-0.

3. Treasurer's Report

a. Monthly Budget Summary: Monthly budget report as of 11/30/08 was reported on by Tom. Expenses are at 40.46%. Motion by Lisa to accept the report, seconded by John, and motion passed 5-0.

b. Special Expenditures Report: Report was presented by Colleen for November. Total amount available in special expenditures accounts and CDs is \$29,747.04. Motion by John to accept the November report, seconded by Tom, and motion passed 5-0.

c. Donations: Two donations were received totaling \$260. Motion by Lisa to accept, seconded by Colleen, and motion passed 5-0.

4. Director's Report

a. Staff update: A college student has been hired as a part-time page (2.5 hours a week) through December, and a high school student has been hired for the position starting January 7, 2009. Hiring was approved on a motion by Colleen, seconded by John, and motion passed 5-0.

b. Staff profession and development update: Jen Leger attended the New England Library Leadership Institute, with all expenses paid by the Institute. During January-February, the NH State Library is offering free technology training, which Lori will offer to interested staff.

c. Collections development update: Lori has selected a new CD audiobook vendor which will provide 10-12 new books a month. Circulation of the DVD collection has increased 40% in the past year. Mysteries, thrillers, and nonfiction are also major areas of interest. Lori will be adding to the music collection, and weeding out unused nonfiction by usage and year. The collection development policy is still being worked on. Lori is planning to distribute circulation information to town selectmen. Lori is also requesting that trustees review library

websites she has recommended, and provide her with feedback and comments. The website plan is to begin development in January and go live in February-March.

d. Budget process: A town budget committee meeting will be held at the library in January. Library tours will be offered to town selectmen in February-March.

e. Mailing to residents: Lori was invited to submit a one-page library factsheet for mailing to all town residents in fall 2009 in collaboration with the recycling committee. This will include paying partial postage for the mailing.

5. Old Business

a. Long range planning: At the January meeting, trustees will review 2009-2012 strategies and goals.

b. Survey results: 300 surveys were completed, and the results will be tallied by the end of December. The most common request was for expanded Saturday hours. Lori is considering holding several focus groups in the spring. She will contact Adam Pattantyus for costs and suggestions.

c. NHRWA and parking: The NHRWA has agreed to use up to 8 parking spaces when meeting at the library and will also carpool from the community center or a park-and-ride.

6. New Business

a. New circulation policy: Lori presented a draft library circulation policy, including a change in hours on the day before certain holidays, and revised late fees and overdue notices for DVDs. The policy was approved on a motion by John, seconded by Tom, and passed 5-0.

b. New staff salaries and benefits policy: The revised policy will be finalized and approved at the January trustee meeting.

7. **Next Meeting:** Wednesday, January 14, 2009, 4:30 PM.

8. **Adjournment:** The meeting was adjourned at 6:18 pm, on a motion by John, seconded by Colleen, and motion passed 5-0.

Respectfully submitted,

Lisa Richards