

Baker Free Library  
Board of Trustees Meeting  
October 14, 2015

The meeting was called to order at 5:00 pm. Attending the meeting were Chris Carey, Ann Hoey, Tom Ives, David Withers and Library Director Lori Fisher.

Donation from Julia Chartier: As part of her senior project at Bow High School, Julia would like to donate six framed photographs of Bow historical landmarks. Julie shared one of the photos to show the kind of work she is doing. Chris Carey moved that we accept Julia's donation of the photographs; David seconded, and the motion passed unanimously.

Draft Minutes from September 9, 2015 and September 30, 2015: David moved that we approve the draft minutes of September 9, Tom seconded, and the motion passed with Ann abstaining. Tom moved that we accept the minutes of September 30, David seconded and the motion passed.

#### Treasurer's Report

- a) September 2015 general account: Lori explained the blank entries, which are due to a new reporting system. Ann moved that we accept the September general account, Chris seconded, and the motion passed.
- b) September 2015 RSA & Special Expenditures Reports: Chris moved that we accept the September 2015 RSA & Special Expenditures Reports; David seconded, and the motion passed.
- c) September 2015 monetary donations: none
- d) W & E Baum invoice for donor tree expenses: Ann moved that we pay the invoice of \$93.05 from Special Expenditures, Chris seconded and the motion passed. Chris moved that we request reimbursement of the \$93.05 expense from the Baker Free Library Foundation, Ann seconded, and the motion passed.

#### Director's Report

- a) September 2015 stats: We are down in all categories except circulation of adult audiobooks and adult program attendance.
- b) Department Head meetings: no report
- c) Staffing: Molly's position has been restructured to include more public relations activities. The position is still vacant.
- d) Staff professional development: Library assistants will all attend parts of the New England Library Association Conference. Lori will attend some sessions of the NH Municipal Association's Conference.
- e) Cameras: Cameras for the lower level will arrive in November from Arcomm. The final bill is unknown, but the cost will not exceed \$5,000.

Cobb Hill/H.L. Turner: Representatives from both firms met with us to discuss Phase II estimates, contingency costs, and the pros and cons of a mechanical and electrical engineering plan. Total construction cost for both phases is projected to be close to the original figure of

\$600,000, but this cost does not include some items/upgrades. H.L. Turner will send Lori a copy of the most recent plan.

#### Old Business

- a) BHC/Trustee Memorandum of Understanding: We discussed the section that the Bow Heritage Commission questioned. Lori will revise the current draft to include a section addressing trustee liability regarding the building and its activities as well as valuation of items added to the Baker Heritage Room. Chris agreed to help with the wording of these amendments.
- b) Public/Staff computer system update estimates: Lori would like to go with a Thin Client system for both staff and public computers and use the Chrome book computers for the online catalog stations. The total cost to implement this new system is about \$8500.
- c) Staff evaluation forms: Lori shared a new evaluation form. She will add a section for staff to include their comments and adapt the form to allow for a “not applicable” element.
- d) Money in town account: We discussed the excess operating budget money and the kinds of projects that we may need to fund.

#### New Business

- a) Rotary request to have library staff sell raffle tickets: We discussed liability issues and the idea of paid staff selling tickets for outside groups. The trustees decided they could offer the library as an avenue for information about the event, but not as a point of sale. Lori will communicate with Rotary about our decision.
- b) Vacation time request: Lori outlined her reasons for requesting an additional week of vacation as of January 1. We reviewed the current vacation policy for library employees. Chris moved that we amend the current vacation policy to say that “All full-time exempt employees will accrue vacation time at the discretion of the Board of Trustees.” Tom seconded the motion, and the motion passed. Tom moved that we allow the Library Director to accrue up to four weeks per year beginning January 1, 2016. Chris seconded the motion, and the motion passed.

Public Comment: none

The meeting was adjourned at 7:00 pm.

The meeting with the Board of Selectmen is **Monday, November 9 at 6 pm** in the Municipal Building.

The next regular meeting of the trustees is **November 18, 2015 at 5:00 pm** in the Welch Meeting Room at the Baker Free Library.

Respectfully submitted,  
Ann Hoey

