

Baker Free Library  
Board of Trustees Meeting  
November 18, 2015

Minutes

1. Call to Order. Ann Hoey called the meeting to order at 5:00 pm. Also present were Chris Carey, David Withers and Library Director Lori Fisher. Gary Nylen and Faye Johnson attended on behalf of the Bow Heritage Commission.
2. Bow Heritage Commission. The trustees reviewed the Memorandum of Understanding that had been amended by the Bow Heritage Commission. David moved that we accept the amended MOU, Chris seconded, and the MOU was accepted as amended. The Bow Heritage Commission will send the MOU to the town attorney for review. Gary Nylen said that the BHC has offered some displays that the library can use to help promote the Lower Level Renovation.
3. Minutes. The minutes of October 14, 2015 were reviewed. Chris moved to accept the minutes of October 14, David seconded, and the minutes were approved.
4. Treasurer's Report.
  - a) The October 2015 monthly budget report was reviewed. Lori reported that she plans to add Indie Flicks, a streaming video service. David moved to accept the October monthly budget report, Chris seconded, and the motion passed.
  - b) The October 2015 RSA & Special Expenditures Report was reviewed. Ann moved to accept the October RSA & Special Expenditures Report, David seconded, and the motion passed.
  - c) October donations: none
4. Director's Report
  - a) October 2015 statistics: These were presented at the meeting with the Board of Selectmen.
  - b) Department Heads meeting: no recent meeting.
  - c) Staffing changes: Lori explained that she had received few applicants for the Library Assistant position. Instead of hiring a new employee, she plans to add hours to two other employees' schedules. Both employees welcome the additional hours.
  - d) Upcoming staff professional development: All of the staff attended the NELA Conference. Lori plans to attend the NH Municipal Association Conference.
5. Old Business
  - a) Personnel issue: Lori gave us her letter of response to a trustee letter regarding a personnel issue. She reports that she feels no further action need be taken at this time.
  - b) Camera system overview: Lori gave the trustees a tour of the recently installed camera monitoring system.

c) Group Tutoring Room policies draft: The trustees gave feedback and wording suggestions on the drafts of the policies, which Lori will send to the town attorney for review.

6. New Business

a) Jennifer Ericsson's 15-year service recognition: December 9, 2015 at 6 pm. Since this is the same night as the trustees' monthly meeting, the trustees will meet at 4:30 pm to allow the library director and at least one of the trustees to attend the recognition ceremony.

b) Director evaluation draft: The trustees looked over the draft. David suggested that Lori email the trustees her job description so that trustees can review it and address possible changes at the December meeting. The trustees plan to complete an evaluation of the director by the end of the current fiscal year.

7. Public Comment—The trustees thanked the Bow Rotary Club for its donation of \$3,375 in memory of Charlotte Buxton. David noted that he would be unable to attend the Baker Free Library Foundation meeting on December 2, 2015. Chris said she would be able to go in his place if needed.

9. The meeting was adjourned at 6:40 p.m.

**Next regular Trustee meeting date is Wednesday, December 9, 2015 at 4:30 p.m. in the Welch Meeting Room.**

Respectfully submitted,  
Ann Hoey  
Secretary