

Baker Free Library
Board of Trustees Meeting
February 10, 2016

The meeting was called to order at 5:03 pm. Attending the meeting were Chris Carey, Ann Hoey, Tom Ives, David Withers and Library Director Lori Fisher. Peirce Hunter was absent.

Draft Minutes from January 13, 2016 were reviewed. Dave moved that we approve the draft minutes of January 13th, Chris seconded, and the motion passed.

Treasurer's Report

- a) January 2016 general account: There were no questions.
- b) January 2016 RSA & Special Expenditures Reports: Lori noted that the \$4,790.46 disbursement figure reflected the quarterly reimbursement that was not made earlier. The \$625 disbursement amount was for checks mistakenly made to the library instead of the Baker Free Library Foundation. Dave moved that we accept the January 2016 RSA & Special Expenditure Reports; Chris seconded, and the motion passed.
- c) January 2016 monetary donations: none
- d) Computer invoices: Tom moved to pay \$8,947.89 to Triplet out of the Interfund Transfer-in Account for the 10 new computers. Dave seconded, and the motion passed.

Director's Report

- a) January 2016 stats: The decrease in DVD circulation is probably due to the popularity of streaming video.
- b) Department Head meetings: No report.
- c) Staff professional development: Betsy Mahoney was selected for the Primex Supervisors Academy and will attend monthly events and complete a project. Lori will attend a Women and Business course over the next few weeks.
- d) Summer Reading 2016: The kick-off is scheduled for June 24 and will follow the usual format. The end of the SRP will be held at the town gazebo on August 18 and will feature a performance for families.
- e) Eagle Scout project: A resident of Concord will build a tardis, which will be offered for use in the Friends' space in the lower level.
- f) TV in the library: A TV donated to the library will be used to post announcements about library and community events. It will not have sound, and trustees will develop a policy about its use at a future meeting.

Old Business

- a) Trustee vacancies and town elections: There is someone running for each of the three library trustee vacancies. The town election will be held Tuesday, March 8. The library will not staff a table that day.
- b) Public hearing for town budget on Thursday, Feb. 11, 2016 at 6 p.m.: Lori will be at the meeting to field questions about the library budget, and Dave and Chris will attend to address any questions about the library warrant article.
- c) Library policies reviewed: The town attorney reviewed the following policies: parental permission form for group tutoring; patron behavior policy; meeting room use agreement;

unattended children policy; and group study policy. The attorney made some language suggestions, with which the library trustees agreed. The policies were amended accordingly. Chris moved to accept the amended policies, Ann seconded, and the motion passed. The group tutoring rooms will be available as of March 1, 2016.

- d) Director's job description: Lori will revise the description and present a draft at the April meeting.
- e) Staff appreciation day: This is set for Wednesday, February 24 from noon to 2 p.m.

New Business

- a) Computer maintenance contract: Triplet will provide a year's worth of computer maintenance, 10 hours of on-site assistance and email set up for a total price of \$5,205. Chris moved to pay \$5,205 to Triplet out of the Interfund Transfer-in Account. Dave seconded, and the motion passed.
- b) Trustee position with Foundation: Dave explained that he will not be serving as a voting member of the Foundation.

Public Comment: none

The meeting was adjourned at 6:17 p.m.

The next regular meeting of the trustees is **March 9, 2016 at 5:00 pm** in the Welch Meeting Room at the Baker Free Library. **Town Meeting will follow at 6:30 p.m.** We will have dinner provided for the trustee meeting.

Respectfully submitted,
Ann Hoey