

**Baker Free Library
Board of Trustees Meeting
July 9, 2008
Meeting Minutes**

1. **Call to Order:** The meeting was called to order at 4:45 pm. Present at the meeting were Elizabeth Foy, Colleen Haggerty, John King, Lisa Richards, Tom Ives, and Library Director Lori Fisher.

2. **Approval of Minutes:**

6/11/08 minutes – Lisa proposed a change to the draft minutes under New Business, Election of Officers, to reflect that the correct title for Colleen’s position is Co-treasurer, and not Vice-treasurer. John moved to approve the minutes as amended, Lisa seconded the motion, and it passed 5 – 0.

3. **Treasurer’s Reports:**

a. Monthly budget as of 6/30/08: Tom reported that 99.41% of the budget was spent; after one outstanding invoice is paid, a balance of \$28.67 will be returned to the town. Lori shared a report of library reimbursements to the town since 2001. Funds were returned each year, except 2006, when the budget was overspent by \$112.62. Discussion followed about utilities costs being increased this year, particularly fuel oil. John made a motion to approve the budget report, Colleen seconded it, and the motion passed 5 – 0.

b. Special expenditures reports: No report this month from Colleen, but she will provide an update at the August meeting, as bank statements will arrive soon.

4. **Director’s Report:**

a. Building maintenance issues: Lori reported the new compressor was installed last week, and the air conditioning is working fine, except for the meeting room area. This may be due to a leak, and the company will return next week to replace the filter in the compressor. The elevator has been inspected, and inspection is now up to date for 12 months. Tom asked about any water issues, as the water has been high in bacteria in the past. Lori will check how often the water should be tested and ask Lisa or Colleen for assistance with getting a water testing kit from the State.

b. Gates grant: Lori reported we should hear soon about approval for the grant funds. If approved, Lori will need to attend a 2-day training in Danvers, MA, in September 2008. The grant would be for 2 years, and would provide \$5200 with matching funds required of \$2600 from the library budget. The grant would start March 2009, with 2 computers purchased in 2009 and 1 computer in 2010.

c. Personnel issues: The part-time circulation assistant (8 hours per week) will be leaving in mid-August, and one part-time library assistant (20 hours per week) will also be leaving. Lori has posted both positions in the circulation desk area, and the library assistant position (at 14 hours per week) will be posted in the newspaper later in July.

d. NH Public Library 2007 annual report: Lori shared an annual report which is due July 25 to the NH State Library. The report contains statistics on library usage in many areas. Reference transactions are not currently tracked, but will be tracked starting July 1; downloadable audio books have not been included in the annual report but will be included for 2007. From January-June 2008, circulation was up 7% over last year, although programs were down due to fewer programs offered and less attendance during the winter. Lori feels this was a beneficial exercise for her to complete the annual report as part of her overall library exposure. Lisa asked if the report could be posted on the library website, and it cannot at this time.

e. Meeting room policy: Lori shared the current policy on "Use of the Library Premises" dated 11/14/06. She recommended updating the "Meeting Room Agreement" to include a hold harmless clause and a statement about room use by commercial enterprises or organizations for the promotion of goods or services for monetary gain. Elizabeth suggesting reviewing the insurance liability as well. Colleen asked about the use of the rooms by organizations selling goods or services. The agreement states this is not allowed, and discussion followed about authors selling books as part of their presentation. It was determined that typically these types of events are sponsored by the library, and the author donates a copy of his/her book to the library, so this would not violate the policy. Lisa moved to approve the revised meeting room agreement, John seconded, and the motion passed 5-0. Lori also compiled a notebook for tracking of meeting room requests by the public, including a meeting room request form, a telephone log, and a key sign-out form. The user must also sign a meeting room agreement, and indicate the number of people attending the event.

f. Policy documents: Lori presented a review of library policies recommended as necessary by the NH Library Trustee Association for all libraries. She feels the following policies are lacking or missing at BFL: emergency/disaster plan, technology plan, building maintenance/renovation plan, furniture/equipment replacement and addition plan, and customer service plan. Additionally, the following policies related to personnel issues need to be developed: grievance procedure, disciplinary procedures and action, armed services duties, background check of staff and volunteers, and volunteer selection/appointment/supervision; and in general library issues: unattended children, collection development, reference service, use of bulletin boards and display areas, and behavior in the library. Lori feels the personnel policies can be completed by the fall and the others will need additional time.

5. **Old Business:**

Vacation policy review: John moved at 5:28 for the board to enter into executive session, seconded by Lisa and approved 5-0. John moved to end the executive session at 5:31, which was seconded by Lisa and approved 5-0.

6. **New Business:**

a. Right to Know Law amendment: The board discussed the appropriate use of email by the library director to trustees per the right-to-know law, and clarified that emails may be used to educate and inform trustees, but cannot be used to discuss budget issues or a call for votes. Any issue needing a vote from trustees must occur in an open meeting, with at least 24 hour notice provided to the public.

b. Town audit: The town audit begins August 11 for the library.

c. Trustee minutes: Lori reported that trustee meeting minutes are missing for nine meetings in 2002-2004, from the library files. Lisa will contact Susan Hatem and see if she has copies.

d. Trustee planning retreat: Elizabeth asked trustees to consider a one-day planning retreat in September, and will propose dates at the next meeting in August.

7. **Correspondence:** No report.

8. **Next Meeting:** Wednesday, August 6 at 4:30 pm at the BFL.

9. **Adjournment:** The meeting was adjourned at 5:40 pm, on a motion by John, seconded by Tom, and motion passed 5-0.

Respectfully submitted,

Lisa Richards