

**Baker Free Library
Board of Trustees Meeting
October 8, 2008**

1. **Call to Order:** The meeting was called to order at 4:40 pm. Present at the meeting were Colleen Haggerty, John King, Lisa Richards, Tom Ives, Elizabeth Foy, and Library Director Lori Fisher.

2. **Guest Presentation:** Dee Treybig of the Bow Recycling Committee presented information on the Got Books Program. The program recycles used books by placing a recycling container in town locations to collect books, CDs, DVDs, videos, and audiobooks. The books are sent overseas, but none are trashed or destroyed. The trustees decided not to place a Got Books container in Bow, as residents give their used books to the library for book sales, thus generating funds for the library. Dee offered to provide a box for donations of used books outside the library.

3. **Approval of Minutes:** September 15 minutes were corrected under Financial Report to read "Building maintenance costs are up due to compressor and toilet repairs." Minutes passed on a motion by John, seconded by Lisa, and motion passed 6-0. August 14 minutes were corrected under New Business to read "At the discretion of the Board, the Library Director has the ability to approve disbursements under \$2,500 within the approved annual budget." Minutes passed on a motion by John, seconded by Tom, and motion passed 5-0.

4. **Treasurer's Report**

a. **Monthly Budget Summary:** Monthly budget report as of 9/30/08 was reported on by Tom. Expenses are at 25.55%. Motion by John to accept the report, seconded by Colleen, and motion passed 5-0.

b. **Special Expenditures Report:** Report was presented by Colleen for September. Receipts for lost and damaged books, out of town fees, and special programs/employee purchases need to be moved to the regular library budget. Colleen will make these changes for July-August-September reports. Motion by Tom to accept the September report with amendments, seconded by Elizabeth, and motion passed 5-0.

c. **Donations:** Donation of \$100 from the NH Romance Writers Association was received with no stipulations on use of the funds. Donation of \$50 from Christine and Robert Carey was received to purchase children's books. Motion by Tom to accept the donations, seconded by Elizabeth, and motion passed 5-0. A bookplate will be designed for the donated books.

d. **Trust Funds:** The library has 2 trust funds. One is the Baker Free Library Trust Fund of \$10,000, and the other is the Baker Trust Fund of \$5,000. The 1997 values were \$10,459 and \$6,796, respectively. The funds can not be expended, but the interest can be used. The last draw of the funds was in 2001. Tom will talk with the Bow Trustees of the Trust Fund to see how much is available in the funds.

5. **Director's Report**

a. Fred Bradley estate: Fred Bradley, a former Bow resident, died in May 2008 and left \$5000 to the library with no restrictions. His will is currently in probate court. A public hearing will need to be held before the funds can be used.

b. Computer and technology issues: A circulation desk computer monitor died on Saturday, but a donation of a used computer and monitor has been received. Two computers were also donated by Nathan Wechsler of Concord to replace 2 old internet computers. Monitors are continuing to die as they are mostly 6 years old. The Gates Foundation can be used after May 2009. Lori will prepare a budget on all computer needs.

c. CIP and Budget process: The Bow Capitol Improvement Plan is being prepared for the next 6-10 years to include larger items such as furniture and equipment. Lori encourages replacing some items each year using funds from the library budget. There is currently a request for \$100,000 for basement renovations in the town CIP. Lori will let Jim Pitts know that we would like to increase the request to \$250,000 for 5 years for funding renovations to the lower level of the library. Tom shared information on the Jordan Institute's NH Partnership for High Performance Standards, who is offering a free presentation on library green environments. Tom will arrange a library walk-through with the Institute and Lori. As part of the budget process, the town needs our library budget by Thanksgiving. A subcommittee of Lori, Tom, Elizabeth, and Colleen will meet to review the budget on October 29 at 4:30 PM.

d. Communication with town: Lori has been providing a monthly statistical summary, program calendar, and meeting minutes to town selectmen and budget committee members. She will also offer a field trip to the library for members as an opportunity to share library services.

e. Library fall programming: Lori is trying to do a calendar 1-2 months ahead.

f. 2008 Library statistics update: Lori shared a September statistical summary, showing the number of patrons, number of collection titles, items circulated, summer reading program data, and program attendance. 2008 circulation is up 10% over 2007, and up 14% over 2006.

g. Staff professional development: Lori and Jen will be attending the New England Library Association meeting in Manchester, with Lori's registration paid by a grant award. Amy, Charlotte, and Lori will be attending NHU-PAC training at the Hooksett Library.

h. Collection development: A newspaper survey is being done. Lori is redoing the periodical selections with EBSCO to correct some missing and duplicate issues.

i. Bulb and equipment disposal: There are 413 fluorescent bulbs in the basement that will cost \$1 per bulb to dispose of at the Concord Recycling Center, along with 4 computer monitors, 1 scanner, and 3 dehumidifiers. Lori will ask how the town disposes of

similar items, or send them gradually to the recycling center. An old reader magnifier will be donated to the White Rock Senior Center.

6. Old Business:

a. Holiday policy and emergency closing policy: A revised holiday policy was presented by Lori to indicate that “on Thanksgiving Eve, Christmas Eve, and New Year’s Eve, the library will close at 4:00 PM and all employees will receive payment for their regularly scheduled hours that fall between 4:00 PM and closing.” Motion to approve was made by John, seconded by Colleen and approved 5-0. The emergency closing policy was renamed the inclement weather closing policy, and was approved on a motion by John, seconded by Colleen, and passed 5-0.

b. Meeting room issues: The meeting room has been requested by BNI Granite Referrals, a business and networking for-profit business, for every week. The trustees decided not to allow use of the room by the business. A letter will be sent from the trustees to an individual who continues to request use of the library for his business, with a copy of the meeting room policy. A policy will be developed on use of the library space by paid tutors. A motion was made by Tom to develop such policy, seconded by Lisa, and passed 5-0.

7. New Business:

a. Library survey on election day: Lori developed a draft one-page survey concerning use of the library to be distributed to residents. The survey may be available on election day at the community center if space allows.

b. Strategic Planning: Lori shared a compilation of 2009-2012 library strategies and goals from the trustee and staff strategic planning meetings. The trustees will discuss this further at the November meeting.

8. Next Meeting: Wednesday, November 12, 2008, 4:30 PM.

9. Adjournment: The meeting was adjourned at 6:30 pm, on a motion by Lisa, seconded by John, and motion passed 5-0.

Respectfully submitted,
Lisa Richards