

**Baker Free Library
Board of Trustees Meeting
November 12, 2008**

Minutes

1. **Call to Order:** The meeting was called to order at 4:35 pm. Present at the meeting were Colleen Haggerty, Lisa Richards, Tom Ives, Elizabeth Foy, and Library Director Lori Fisher. Not present was John King.

2. **Approval of Minutes:** October 8 minutes were approved on a motion by Tom, seconded by Elizabeth, and passed 4-0.

3. **Treasurer's Report**

a. **Monthly Budget Summary:** Monthly budget report as of 10/31/08 was reported on by Tom. Expenses are at 33.45%. Motion by Lisa to accept the report, seconded by Colleen, and motion passed 4-0.

b. **Special Expenditures Report:** Report was presented by Colleen for October. Approximately \$1,371.18 needs to be moved from special expenditures to regular budget for lost and damaged books. This will be done quarterly in the future. Two CDs have a total value of \$28,284.35; monthly interest can be spent as needed. Motion by Tom to accept the October report, seconded by Elizabeth, and motion passed 4-0.

c. **Long Range Planning:** Bill was received from Adam Pattantys for \$1,034.85 for 2 sessions conducted with board and staff. One thousand dollars will be moved from Special Expenditures to Continuing Education to pay the bill, on a motion by Lisa, seconded by Colleen, and motion passed 4-0. Continuing Education line item will be changed to Professional Development.

4. **Director's Report**

a. **Staff change:** Rebecca Johnson, library page, is leaving and moving out of state. Lori has offered her Friday hours to another page, and Wednesday hours have been offered to a college student through January.

b. **Longevity bonuses:** Bonuses are due to 2 staff totaling \$1485. An additional \$795 needs to be added to the budget to pay the longevity bonuses on November 30. This will be taken out of the regular budget.

c. **Computer and technology issues:** For a new ILS, Lori recommends considering use of open source software being considered by the NH State Library, which would be totally web-based. For a new library website, Lori has met with a vendor who specializes in designing library websites. The cost would be \$550 for the development and then \$550 per year which includes up to 25 custom pages. Lori will get references from other NH libraries that used the vendor, including Lee, Moultonborough, and Gilford. A variety of templates are available. Goal would be to have the website up by March 2009. Motion by Lisa for Lori to proceed, was seconded by Colleen and passed 4-0.

d. **Draft budget using CIP funds and Gates grant:** Lori recommends focusing on hardware needs using these funds.

e. 2009-2010 Budget: Lori was asked to prepare a budget for the Town Manager by November 14. The budget requested a 5.23% increase, with the following changes: only staff change is 4 hours for Circulation Assistant on Saturdays, 5.64% increase for staff salaries and benefits, Comcast internet increase of \$1000, and website maintenance and hosting of \$550. No additional funds are requested for computer or printer replacement. Total budget amount is \$451,340.

f. 2009-2010 Level funding budget: Lori also prepared a level funding budget as requested by the Town Manager. Total budget amount is \$427,754. Reduced expenses are: supplies, computer and equipment maintenance, special programs, training, library furniture, and collection development.

g. New England Lifelong Access Libraries Leadership Institute: Lori applied for 1 staff person to attend the institute. All expenses would be paid by the organization Libraries for the Future.

h. ICMA: Lori was approached by the Town Manager about the International City-County Management Association grant program to partner libraries with town officials.

5. Old Business:

a. Group study and tutoring policy: A policy was developed by Lori stating that the meeting rooms are not free when used for paid tutoring sessions. Paid tutors are considered a business and will be charged a \$50 fee per hour for use of the rooms. Motion to approve was made by Lisa, seconded by Colleen and approved 4-0.

b. Meeting room policy: Lori shared a revised policy with new sections added on use of the meeting rooms by non-profit, charitable, or cultural groups, and group tutoring. A motion was made by Colleen to approve the policy, seconded by Lisa, and passed 4-0. Lori will share the new policy with current tutors who uses the rooms regularly.

c. Survey results: 239 surveys were completed on election day, approximately 3% of the town population. Additional results will be shared at the next meeting.

6. New Business:

a. Note from Lorna Landry: Ms. Landry is concerned that a local day care center is allowed to use the meeting room for free, but is not a non-profit day care center. She is also concerned about limited parking for patrons during busy meeting times. Per Lori, the day care center is a for profit center, and she will contact them about paying for use of the room space. However, the board decided on a case-by-case basis, rates can be adjusted as necessary. Motion to approve was made by Lisa, seconded by Elizabeth, and passed 4-0. Lori will respond back to Ms. Landry.

b. Other: Elizabeth requested special note be made of the excellent job Lori is doing since she began her employment as the library director.

7. Next Meeting: Wednesday, December 10, 2008, 4:30 PM.

8. Adjournment: The meeting was adjourned at 6:03 pm, on a motion by Lisa, seconded by Tom, and motion passed 4-0.

Respectfully submitted, Lisa Richards