

Baker Free Library
Board of Trustees
Meeting Minutes
05-28-08 approved on 6/11/08

1. **Call to Order:** The meeting was called to order at 5:40 pm. Present at the meeting were Elizabeth Foy, Colleen Haggerty, Susan Hatem, Tom Ives, John King and Library Director Lori Fisher.
2. **Approval of Minutes:**
 - a. 4/09/08 – John moved to approve, Liz seconded the motion and it passed 5 – 0.
 - b. 4/30/08 – Colleen moved to approve, Susan seconded and the motion passed 3 – 0. Tom and John abstained as they had been absent.
 - c. 5/14/08 – Colleen moved to approve, Tom seconded, and the motion passed 4 – 0. Elizabeth abstained as she had been absent.
3. **Treasurer's Reports:**
 - a. The updated monthly report and special expenditures report as of 4-30-08 were not yet available. Tom will follow up with Abe.
4. **Director's Report:** Lori started Tuesday, May 27th, and has been touring the building and identifying and addressing the most pressing needs.
 - a. Immediate Needs: Copy machine maintenance, purchase of lockable and fireproof cabinet.
 - b. Heating/cooling system: The air conditioning system was not working. AGS technician was able to get one unit running but both have stuck switches and need cleaning. Lori is checking on maintenance records for last three years.
 - c. Computer Issues: Lori has been reviewing the computers and software with consultant Peter Bailey. She will immediately renew antivirus software and have staff save data to server. She suggests purchase of all-in-one scan-print-copy machine. She set up a direct email address: bfldirector@comcast.net.
 - d. Other administrative issues: Lori is in the process of setting up a corporate credit card account and getting her name on Friends of BFL bank account and police call list. The staff is rearranging the office to create two more individual work spaces.
 - e. Gates Opportunity Online Grant possibility – Lori will talk to the foundation contact for a timeline. There was discussion about using the computer capital reserve funds as matching funds for the grant. Lori thinks the computer upgrade should take place within one to two years.
5. **Old Business - Town Meeting:** The Town Meeting will reconvene at 7 pm. Warrant Article 22 requesting \$4,000 be put in the Capital Reserve Fund for upgrading the library computer system will be up for vote.

6. **New Business:**

- a. Susan Hatem is resigning after the June meeting. Elizabeth made a motion to recommend to the selectmen that Tom Ives be appointed to fill out Susan's term. Colleen seconded it and the motion passed 3 – 0 with Susan and Tom abstaining.
 - b. Elizabeth is starting planning for a strategic planning meeting in the early fall. Some of the topics to be discussed include updating the BFL website, creating an online newsletter for the town, a community celebration of the library, expansion of programming, and the use of surveys to be used in planning.
 - c.
7. **Other:** John suggested asking the town about using its new manhole suction machine to clean the manhole by the library in order to save money.
8. **Next Trustees' Meeting:** June 11 at 6:30 pm at the library. The trustees will discuss upcoming meeting dates and times at that meeting.
9. **Adjournment:** The meeting adjourned at 6:30 pm.

Respectfully submitted,

Susan Hatem, Secretary