

**Baker Free Library
Board of Trustees Meeting
July 8, 2009
Minutes**

1. Call to Order: The meeting was called to order at 4:35. Present at the meeting were Colleen Haggerty (arrived at 4:45), Tom Ives, Lisa Richards, Elizabeth Foy (on telephone), and Library Director Lori Fisher.

2. Approval of Minutes: Minutes from June meeting were approved on a motion by Tom, seconded by Elizabeth, and passed 3-0.

3. Treasurer's Report

a. Monthly Budget Summary: Monthly budget report as of 6/30/09 was reported on by Tom. Expenses for the year ended at 99.41%, with \$2,542.93 unspent. Trustees will request that Bob Levan attend the August meeting to discuss the disposition of the unspent funds. Motion by Lisa to accept the report, seconded by Colleen, and motion passed 4-0.

b. Special Expenditures Account: Report on expenditures deferred until August meeting.

c. Donations: One donation of \$110.55 was received. Motion by Tom to accept the donations, seconded by Lisa, and motion passed 4-0.

4. Director's Report

a. Staff Performance Reviews: All staff have received their annual performance review, and the process went well this year. All job descriptions have also been updated. Elizabeth requested that trustees send her comments for Lori's performance review by September 1, 2009.

b. Upcoming Staff Changes: One page and one circulation assistant will be leaving in August to attend college. Lori proposes offering additional hours to another page (Beth Titus). Lori will be accepting applications later this month for the circulation assistant position.

c. Sprinkler System Repair Update: The sprinkler system has been repaired and is now fully functioning. Discussion followed about concerns with the previous system vendor, and their lack of attention to correct system functioning. Lori will draft a letter for the trustees to send to the previous vendor.

d. Town Audit for 2008/2009: Lori met with the town audit firm, Plodzick and Sanderson, yesterday for the initial meeting. Several forms need to be signed by Elizabeth and Tom. The library audit will be conducted during the week of August 10.

e. Town Phone Vendor Change: The town telephone vendor is changing to Bayring Communications in July. The library will also be changing to this vendor, and Lori will inquire whether this can include the DSL line.

5. Old Business

a. Saturday Hours Change: Effective September 5, 2009, Saturday hours will change to 10:00 AM – 2:00 PM. This was approved on a motion by Tom, seconded by Colleen, and motion passed 4-0.

b. Computer Hardware Upgrade: Lori is waiting for an estimate from one additional vendor (Dell) before selecting a vendor. Twenty-seven thousand dollars is available from the town warrant article for computer replacement. The trustees need to send a letter to the trustees of the trust funds to use the money. Lori will draft a letter for Tom's signature. A motion was made by Elizabeth to establish a separate bank account for use of the warrant article funds and the Gates Grant (\$3,000). The motion was seconded by Lisa, and approved 4-0.

c. Purchase of Furniture for Library Entrance: Discussion was deferred until August meeting.

d. 2010/2011 CIP Request: The trustees have decided not to submit a request this year, due to the short time frame for submittal of the request.

6. New Business

a. Page Wage Issue: At 5:20, trustees held a nonpublic session, on a motion by Tom, seconded by Colleen, and approved 4-0. At 5:35 the meeting was reopened, on a motion by Tom, seconded by Colleen, and approved 4-0.

7. Next Meeting: Date was changed to August 19, 2009, rather than original date of August 12, 2009, 4:30 PM.

8. Adjournment: The meeting was adjourned at 5:38, on a motion by Tom, seconded by Colleen, and motion passed 4-0.

Respectfully submitted,
Lisa Richards, Secretary