

**Baker Free Library  
Board of Trustees Meeting  
March 11, 2009**

**1. Call to Order:** The meeting was called to order at 4:33 pm by Tom Ives. Present at the meeting were Colleen Haggerty, Lisa Richards, Tom Ives, John King, Elizabeth Foy (arrived at 4:38), and Library Director Lori Fisher.

**2. Approval of Minutes:** Minutes of February 11, 2009, were approved after three amendments were made on a motion by John, seconded by Colleen, and passed 4-0.

**3. Treasurer's Report**

**a. Monthly Budget Summary:** Monthly budget report as of 2/28/09 was reported on by Tom. Expenses are on target at 63.0%. Motion by John to accept the report, seconded by Lisa, and motion passed 5-0.

**b. Special Expenditures Account:** A report was presented by Colleen for February 2009. One CD was renewed for 6 months. Per Lori, library staff will begin recording used book sales and RSA funds in separate envelopes, and Lori will tally weekly. Total amount available in special expenditures accounts and CDs is \$29,824.07 Motion by Tom to accept the January report, seconded by John, and motion passed 5-0.

**c. Donations:** Two donations were received, totaling \$110. Donations were approved on a motion by Tom, seconded by John, and motion passed 5-0.

**4. Director's Report**

**a. January-February 2009 statistics:** Lori presented circulation statistics for Jan-Feb, showing a 10% increase in adult circulation over 2008, increases in all special collections over 2008 (particularly in DVDs and CD music) and a 10% increase in programs attended over 2008.

**b. Website update:** Training has been completed for all library staff. Half of the website pages have been completed, and the website will be live for trustees only by the end of March, and then available to the public on April 1, 2009.

**c. Page refresher training:** Training will be held on Saturday, March 14, 2009.

**d. Staff vacation time:** Most staff will be carrying over vacation time, which must be used by March 31, 2009. Lori requested permission to use her vacation by April 30, 2009. Motion was made by Tom, seconded by Colleen, and approved 5-0.

**e. Easter Seals adult day program in Bow:** There has been an increase in usage of the library by disabled adults and their caregivers from Easter Seals. Lori has spoken with the Easter Seals director and library staff will be meeting with ES staff to discuss how library resources can be made available, as well as whether the library can be a volunteer site.

**f. Donation of old magnifier:** An old magnifier was donated to the White Rock Community library.

## **5. Old Business**

**a. Public focus groups:** Three focus groups will be held in April, with Adam Pattantytus as the leader for a fee of \$800. The first group will be for selected regular library users, the second will be open to the public, and the third will be for teenagers. Each will be limited to 10-15 attendees, and held from 6:00-7:30 PM. For the second group, incentives will be provided of Gibson's gift certificates purchased by the Friends of the Library. The groups will be advertised at the circulation desk, the library website, and in newspapers.

**b. Carry-in Carry-out meeting room policy revision:** Lori presented a revised library usage policy including a "carry-in carry-out" policy for garbage disposal. A motion was made by John, seconded by Lisa, and passed 5-0 to approve the policy.

**c. Greening library basement:** The Jordan Institute will be visiting the library on March 17 to review the library for opportunities to become greener. The findings will be presented to trustees on April 8, 2009.

**d. Generator estimate:** Lori received an estimate for a replacement generator of \$25,000 for a liquid coil generator.

**e. Bovie parking lease:** No new information. Will discuss at next meeting.

## **6. New Business**

**a. Landscaping/mowing/mulching:** Sellar Landscaping and Plowing approached Lori about doing free landscaping for 2009. Landscaping is currently done by Green Thumb Gardens for free. Lori will contact Green Thumb and ask if they are willing to continue this for 2009, and consider having Sellar Landscaping do some new gardens.

**b. Budget committee 2009-2010 budget review:** Review meeting is scheduled for March 17 at 7:00 PM at the library, and trustees are invited to attend.

**7. Next Meeting:** Wednesday, April 8, 2009, 4:30 PM.

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

Respectfully submitted,

Lisa Richards