

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

**Minutes**

**1. Call to Order:** The meeting was called to order at 4:38 pm by Tom Ives. Present at the meeting were Colleen Haggerty, Lisa Richards, Tom Ives, John King, Elizabeth Foy (arrived at 4:50), and Library Director Lori Fisher.

**2. Approval of Minutes:** Minutes of January 14, 2009, were approved 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 1/31/09 was reported on by Tom. Expenses are on target at 56.6%. Motion by John to accept the report, seconded by Lisa, and motion passed 5-0.

**b. Special Expenditures Report:** Reports were presented by Colleen for December (revised) and January. For October-November-December reports, lost and damaged book receipts and donations will be reviewed and disbursed quarterly, totaling \$1385.29. Total amount available in special expenditures accounts and CDs is \$31,306.90. Motion by John to accept the January report, seconded by Lisa, and motion passed 5-0.

**4. Director's Report**

**a. Staff changes:** The substitute library assistant has resigned effective March 2009. The position is 3-5 hours per month. Deb Barlow, the treasurer of the Friends Group, is interested in the position, and will begin in April 2009. There are some concerns about lack of diligence by the three library pages not correctly shelving books. Training will be held for pages in March.

**b. Building maintenance:** Lori did a walkthrough for trustees to point out several concerns, including water stained ceiling, new thermometers, and lighting. Two new small carpets were purchased, and estimates were received for carpet cleaning. The best estimate was from Brite Magic in Bow at \$1300, which will be done in April or May.

**c. New CD racks:** Lori will be purchasing three new racks for CDs in order to reorganize them by type of music.

**d. Website update:** Several trustees provided Lori with website comments. A staff/volunteer training is planned for March. Website will go live on March 1, 2009. \$1050 will be moved from the RSA account to computer maintenance in the regular budget to cover website maintenance, on a motion by John, seconded by Tom, and motion passed 5-0.

**e. Gates grant:** Lori received the matching funds verification form which would be \$1300/year. Funds will be taken out of the RSA account. Grant funds will arrive at the end of May.

**f. Program fundraising:** Lori shared a list of approximately 250 businesses in Bow, and encouraged trustees to review the list for businesses/owners they are familiar with and would recommend sending a library fundraising letter to.

## **5. Old Business**

**a. Personnel benefits policy:** Lori proposed changes in medical and dental benefits levels for some ranges of hours worked per week. She also suggested additions to the policy related to coverage for a two person or family medical or dental plan, and adding that monetary compensation will not be provided if a staff person chooses not to take the benefits offered. The changes would take effect July 1, 2009. Suggested changes were approved on a motion by John, seconded by Colleen, and passed 5-0.

**b. Long range planning:** Two community focus groups will be done in April. Cost for facilitation by Adam Pattantyus will be approximately \$300-\$400. The dates will be April 7 and April 13, from 6:00-8:00 PM. One group will be by personal invitation and the second will be open to the public and advertised widely throughout town. Elizabeth suggested a third group for teenagers.

**c. Bovie parking lot lease:** Lori will work with the town attorney to draft a memorandum of agreement. Discussion followed about assuring adequate parking lot lighting, and Lori will look at what costs might be to improve lighting.

**d. Greening library basement:** John has talked with the Jordan Institute about reviewing the library for opportunities to become greener. John will see if they would meet with us in March or April after they do a walkthrough of the library.

## **6. New Business**

**a. Budget meeting with selectmen:** Colleen and Lori met with the town selectmen on January 30, 2009, and the meeting went well. The March meeting of the budget committee will be held at the library.

**b. ILS system replacement:** A new system needs to be considered to replace the old system. Lori recommends it be hosted offsite, and believe the initial cost will be \$5,000 - \$10,000.

**c. Meeting room policy:** Groups using the meeting rooms are not recycling their trash, and Lori recommends it become a carry-in and carry-out policy. She will draft a policy for the next meeting.

**d. Town elections:** Filing period for town officials is March 25-31, for the library trustee 5-year position.

**7. Next Meeting:** Wednesday, March 11, 2009, 4:30 PM.

**8. Adjournment:** The meeting was adjourned at 6:15, on a motion by John, seconded by Tom, and motion passed 5-0.

Respectfully submitted,

Lisa Richards