

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

A pre-meeting presentation was made by Kirk Stone and Heather Stone of the Jordan Institute. The presentation was on energy performance upgrades for Bow's Baker Free Library. If the board decides to move ahead, it will require a full assessment to be done. No decision was made on whether to continue work with the Jordan Institute.

**1. Call to Order:** The meeting was called to order at 5:08. Present at the meeting were Colleen Haggerty, Lisa Richards, John King, Elizabeth Foy, and Library Director Lori Fisher.

**2. Approval of Minutes:** Minutes from March 11, 2009, were approved on a motion by John, seconded by Colleen, and passed 4-0. Minutes from March 26, 2009, were approved on a motion by John, seconded by Colleen, and passed 4-0. Minutes from March 27, 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 3/31/09 was reported on by Lori. Expenses are on target at 71.55%. Motion by John to accept the report, seconded by Lisa, and motion passed 4-0.

**b. Special Expenditures Account:** A report was presented by Colleen for March 2009. Total amount available in special expenditures accounts and CDs is \$30,179.08. Motion by Lisa to accept the March report, seconded by John, and motion passed 4-0.

**4. Director's Report**

**a. First quarter 2009 statistics:** Lori presented circulation statistics for Jan-March 2009, showing a 12% increase in adult circulation over 2008, increases in all special collections over 2008 (particularly in DVDs and CD music) and an 11% increase in programs attended over 2008. Two-thirds of town residents have library cards. Lori will share statistics and calendars with town selectmen.

**b. Website update:** The new website is up and working well. Let Lori know if you have suggestions for any changes.

**c. 2008 NH State Library report:** The report was reviewed by trustees, and signed by Colleen and John.

**d. InfoUSA renewal negotiation:** Lori has negotiated for a reduced rate of \$1000, down from \$1128 per year. The subscription includes business and residential listings and will be renewed.

**e. Grounds maintenance:** Lori spoke with Green Thumb Landscaping, and they are not comfortable with a second company doing the mulching, so we will continue with solely Green Thumb Landscaping.

**f. Computer update:** Lori has found a price of \$950 per computer system through Tiger Direct, which includes 19 inch monitors, Dell machines, and Windows XP. She would like to pre-buy in June using the library credit card, and then use the Gates Grant available on July 1 to pay the credit card bill. Cost will be \$15,000 for 16 complete systems, including one server, and a 3-year warranty.

**g. Friends of BFL revitalization:** Lori has spoken with several residents who are interested in revitalizing the Friends.

## **5. Old Business**

**a. Public focus groups and long range plan:** A summary of the three focus groups will be posted on the website, and will be discussed at the next meeting.

**b. Bovie parking lease:** The town attorney is working with Lori to draft a lease agreement.

**c. Criminal background check:** Background checks do not currently apply to all library employees, but only to library director. Lori will draft a policy recommending criminal background checks for all staff and volunteers.

## **6. New Business**

**a. Annual reports for town:** Lori completed a CY2008 library report for the town report. Lisa needs to complete a trustees report for the town report.

**b. Budget committee reductions and public hearing:** Trustees are confident about the budget proposed after reductions in COLA and removal of the long range plan warrant article.

**c. Request from BHS senior:** A BHS student asked Lori about storing transcripts of Bow veteran interviews at the library. It was determined that as there is currently no archival program at the library, such records should not be kept at the library, and Lori will suggest alternate storage sites to the student.

**d. NH Library Trustees meeting:** Meeting will be held on May 7, 2009.

**7. Next Meeting:** Wednesday, May 13, 2009, 4:30 PM. Meeting occurs right before town meeting at BHS starting at 7:00 PM.

**8. Adjournment:** The meeting was adjourned at 6:35, on a motion by Lisa, seconded by Colleen, and motion passed 4-0.

Respectfully submitted, Lisa Richards