

**Baker Free Library
Board of Trustees Meeting
January 14, 2009**

Minutes

1. Call to Order: The meeting was called to order at 4:31 pm by Tom Ives. Present at the meeting were Colleen Haggerty, Lisa Richards, Tom Ives, John King, and Library Director Lori Fisher. Not attending was Elizabeth Foy.

2. Approval of Minutes: A change was made to the December 10 minutes under Donations to indicate that 2 donations were received, and under Director's Report to indicate that the library would need to assist with the mailing in fall 2009. Minutes were then approved on a motion by John, seconded by Tom, and passed 4-0.

3. Treasurer's Report

a. Monthly Budget Summary: Monthly budget report as of 12/31/08 was reported on by Tom. Expenses are at 48.61%. Motion by Lisa to accept the report, seconded by John, and motion passed 4-0.

b. Special Expenditures Report: Report was presented by Colleen for December. Total amount available in special expenditures accounts and CDs is \$30,856.87. Motion by John to accept the December report, seconded by Tom, and motion passed 4-0.

c. Donations: Seven donations were received from individuals and families from December 11-31, totaling \$805. Motion by Lisa to accept, seconded by Colleen, and motion passed 4-0.

4. Director's Report

a. Library building heat issues: The thermostat by the stairs has died and needed to be replaced as well as some wiring problems. There was also a problem with the upstairs thermostat. Lori is concerned by an increase of 329 gallons of oil from October 2008 through January 2009, based on the same time period last year. Both thermostats have been replaced, and cost will be about \$1000 for 8 hours of labor.

b. New website update: Lori has compiled comments from staff and trustees on website ideas. The website will soon be ready for review, and will include a library use value calculator similar to the State of Maine library website. The first mockup of the website will be ready in 1 ½ weeks. Input will be taken during February, and the website will go live in March.

c. Staff professional development: Lori has offered free State library training to staff, including MSWord, Excel, blogging, and bookmarking trainings. Lori joined the Hillstown Cooperative of Libraries, which includes Goffstown, Bedford, and Amherst libraries.

d. Grant opportunities: The Gates Grant requires a matching grant, and will need verification by the end of March. The NH Humanities Grant will sponsor Rebecca Rule on Yankee humor on April 1, 2009. The National Young Adult Library Service through ALA is offering \$450 for teen technology week in April.

e. Program fundraising: Trustees discussed developing a mailing list of Bow businesses and soliciting them for sponsorship of library programs. A spring mailing will be planned.

5. Old Business

a. Circulation policy review and approval: Lori shared a revised policy with changes to the holiday closings, access to materials, and late fees. The revised policy will be available to patrons next week, and also posted on the website. A motion was made by Lisa, seconded by Colleen, and passed 4-0. The policy will be reviewed annually by trustees.

b. Election day survey results: 300 surveys were completed, with patrons requesting longer Saturday hours, and more performances and author readings. Most comments were very positive.

c. Year end statistics: 2008 year end statistics showed that although the number of patrons was down, circulation was up for 2008. Busiest days for circulation were Mondays and Fridays. Results will be shared with selectmen.

d. Long range plan 2009-2014: Lori requested 2 trustees to work on drafting a long range plan. John and Tom volunteered and will meet with Lori in January, and then present results to all trustees in February.

6. New Business

a. Bovie parking lot lease: Tom met with Bovie Screen Printing about leasing part of their parking lot to the library. They agreed to this for certain days and times. Lori emailed Bob Levan, who suggested there would be no additional cost for adding liability coverage relative to leased parking spaces.

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

8. Adjournment: The meeting was adjourned at 5:58 pm, on a motion by Lisa, seconded by Tom, and motion passed 4-0.

Respectfully submitted,

Lisa Richards