

**Baker Free Library
Board of Trustees Meeting
October 7, 2009
Minutes**

1. Call to Order: The meeting was called to order at 4:35. Present at the meeting were Tom Ives, Lisa Richards, Elizabeth Foy, and Library Director Lori Fisher.

2. Approval of Minutes: Minutes from September 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 9/30/09 was reported on by Tom. Expenses for the month were at 19.46%. Motion by Lisa to accept the report, seconded by Elizabeth, and motion passed 3-0.

b. Special Expenditures Account: Report on September expenditures was reported by Tom. Balance is \$54,455.95 including Gates Grant Fund. Motion by Elizabeth to accept the report, seconded by Lisa, and motion passed 3-0.

c. Donations: There were no donations for September.

d. Quarterly Allocation of DVD Fines to DVD Replacements: Lori requested that the approximately \$800 per year in overdue DVD fines be moved quarterly into the budget for DVD replacements, allowing quarterly purchase of new DVDs. Motion was made by Elizabeth, seconded by Lisa, and passed 3-0.

e. Quarterly Allocation of Non-resident Fees to General Fund: Lori requested that the revenue from non-resident fees be moved quarterly to the general funds. Motion was made by Lisa, seconded by Elizabeth, and motion passed 3-0.

4. Director's Report

a. Computer Upgrade Progress: All new computer equipment has been set up. The old computers will be donated. One was given to a Bow High School student for a school project and the others will be donated to Maximpact. The circulation software is not working properly, and the new circulation software will not be available through the State library until June 2010. Lori is working with other libraries in the cooperative to search out other potential circulation software.

b. Precautions in Library for Flu and H1N1: Antibacterial wipes are available at all computer keyboards, and Lori will purchase and install wall dispensers for antibacterial hand solution.

c. Fuel Vendor Update: No more fuel deliveries will be received from Irving, and the new company is Prescott.

d. Staff Professional Development: Staff have been using downloadable audio books for training, and three staff will attend State Library training. Lori will attend training on web browsers in November.

e. Volunteer Appreciation Event on December 9: Lori asked trustees to sign an invitation that will be sent to volunteers invited to the open house event on December 9 from 5:30-7:00 before the trustees meeting.

5. Old Business

a. 2010/2011 Library Budget: Lori shared a draft budget for 2010-2011. The budget must be given to town selectmen by October 30, 2009. Elizabeth and Tom will meet with Lori to refine and review budget figures.

b. 2009-2014 Long Range Plan Draft: Lori will finish the plan draft and have it ready for the November trustees meeting. The draft plan will also be posted on the library website, to invite residents to provide comments.

c. Shelf Display Proposals: A resident of Henniker has offered to build oak end shelving, with materials donated and installation done by Tom Ives.

d. Sidewalk Curbing and Repair Estimates: Two estimates were received, including one estimate from Young's Paving of Bow for \$1250. Funds will be used from the library grounds maintenance line item to pay for these repairs.

6. New Business

a. BFL Staff Communications Policy and Social Network Software Policy: Lori shared draft policies and asked trustees to review the policies and be prepared to vote at the next meeting.

b. Meeting Room Requests from Easter Seals: Staff from Easter Seals have requested regular use of the meeting room, although there is no assurance that a Bow resident or Bow Easter Seals staff person would always be present. Trustees decided not to allow this use of the room, in order to assure meeting room space for Bow residents.

7. Next Meeting: Next meeting is November 18, 2009, at 4:30 PM.

8. Adjournment: The meeting was adjourned at 5:55, on a motion by Tom, seconded by Lisa, and motion passed 3-0.

Respectfully submitted,

Lisa Richards, Secretary