

**Baker Free Library  
Board of Trustees Meeting  
June 10, 2009**

**1. Call to Order:** The meeting was called to order at 4:30. Present at the meeting were Colleen Haggerty, Tom Ives, Lisa Richards, John King, Elizabeth Foy, and Library Director Lori Fisher.

**2. Approval of Minutes:** Two corrections were made to the minutes from May 13, 2009, correcting the spelling of Elizabeth's name and stating that Tom will talk further with the Bovie owner. Minutes were approved on a motion by John, seconded by Tom, and passed 5-0.

**3. Treasurer's Report**

**a. Monthly Budget Summary:** Monthly budget report as of 5/31/09 was reported on by Tom. Expenses are on target at 88.19%. 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 May 2009. Total amount available in special expenditures accounts and CDs is \$31,215.60. Motion by Lisa to accept the May report, seconded by John, and motion passed 5-0.

**c. Donations:** Two donations totaling \$6,000.00 were received. One donation of \$5,000.00 requires that a public hearing be held. The public hearing will be to receive input on how to spend \$5,000.00 received from the Fred Bradley estate. The following notice will be placed in the Concord Monitor. "The Board of Trustees of the Baker Free Library in Bow, NH will hold a public hearing on Tuesday, June 23, 2009 at 4:30 p.m. in the meeting room of the library, located at 509 South Street, Bow, NH. In accordance with RSA 202-A:4-c, the public can provide input regarding the use of a \$5,000 bequest from the Fred Bradley estate to the library. Respectfully submitted, Elizabeth Foy, Chair of the Baker Free Library Board of Trustees" Motion by Tom to accept the donations, seconded by John, and motion passed 5-0.

**4. Director's Report**

**a. Staff Performance Reviews:** Six staff are scheduled for performance reviews by the end of June. The Individual Growth Strategy forms will be used. Lori's evaluation will be done in September by the trustees.

**b. Computer Hardware Update:** Bid specifications have been provided to three vendors, and bids are due back in 2 weeks.

**c. Professional Development:** Lori attended a Department of Justice training for library trustees and has determined we need to develop a policy on donations. She shared copies of a 2009 DOJ Handbook for Library Trustees.

**d. Friends Update:** Lori is still searching for a person to head the Friends group and to coordinate the book sale. It was suggested she contact the BHS National Honor Society Club see if students would be interested. Lori and Elizabeth will work on this.

**e. Baker Room Appraisals:** Four items in the Baker Room were appraised for a total of \$8,750, including the quilt which was appraised at \$5,000. The items were added to a fine arts insurance policy. Lori will look into preservation of the quilt and consider having a glass case built for the quilt.

**5. Old Business**

**a. 2009/2010 Library Budget Review and Discussion:** The budget will be \$2,026 short on COLA costs. Lori estimates fuel cost will be approximately \$9,000 - \$10,000. She proposed taking \$2,000 from the fuel budget to cover salaries, vacation, social security, Medicare, Workman's comp, and retirement, for budget total of \$314,601.

**b. 2010/2011 CIP Request:** The CIP process starts next week for town departments. In early-July materials are needed from the library and in late-August budgets are due. The CIP warrant article request will state: "To see if the Town will vote: to establish, under the provisions of RSA 35:1, a Library Improvement Capital Reserve Fund for the purpose of renovating the library basement space and to make other improvements to the Baker Free Library's physical plant; to raise and appropriate the sum of \$250,000 to be added to this fund; and to appoint the Library Trustees as agents to expend from this fund. (Majority Vote Required)." John and Elizabeth will contact the Jordan Institute to receive their input on potential local architects for the improvements.

**6. New Business**

**a. Meeting Room Requests from the Town Recreation Department:** The Rec Department has requested to use the library meeting room for four dates in July and August due to renovations at the Rec Building. A motion was made by John, seconded by Elizabeth, and approved 5-0 to allow the room use without a fee.

**b. Meeting Room Policy Review:** Lori would like to change the meeting room policy to state that use of the TV/DVD must be requested at least 24 hours in advance and preferably when the meeting is first scheduled. A change was also made to state that "smoking, drinking alcohol, and the use of illegal substances are not permitted anywhere on library property." The changes were approved on a motion by John, seconded by Lisa, and motion passed 5-0.

**c. Cell Phone Policy Draft:** A draft policy was developed by Lori, with some changes recommended by trustees which Lori will add. The policy was approved on a motion by John, seconded by Lisa, and approved 5-0.

**d. Out of Town Library Card Fees:** Current card fees are \$50 per year for less than 55 years old and \$10 per year for 55 years and above. New fees effective July 1, 2009 will be \$75 per year for less than 65 years old and \$30 per year for 65 years and above. This was approved on a motion by Colleen, seconded by Tom, and approved 5-0.

**e. Election of Officers:** The current officers will continue in their positions next year. A motion was made by Elizabeth, seconded by John, and approved 5-0.

**7. Next Meetings:** Wednesday, July 8, 2009, 4:30 PM, and Wednesday, August 12, 2009, 4:30 PM.

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

Respectfully submitted,

Lisa Richards