

**Bow Baker Free Library
Board of Trustees Meeting
December 8, 2010
Minutes**

1. Call to Order. The meeting was called to order at 5:02 p.m. Present at the meeting were Tom Ives, Ingrid White, Lisa Richards, and Library Director Lori Fisher. Colleen Haggerty arrived at 6:15 p.m.
2. Minutes of November meeting. Minutes of the November 10 meeting were adopted as amended by unanimous vote.
3. Treasurer's Report.
 - A) The November budget summary report was reviewed. On a motion by Lisa, seconded by Ingrid, the report was accepted unanimously.
 - B) The November RSA and special expenditures reports were discussed and unanimously accepted on a motion by Tom and seconded by Ingrid.
 - C) A \$10 cash donation was received this month.
4. Director's Report.
 - A) Lori has been attending the newly – instituted town department meetings and reported that they are useful and she has learned a lot about other town business since they were implemented.
 - B) The annual holiday giving tree in the library's lobby is going very well.
 - C) The trustees agreed to roll over some vacation time for Lori Fischer, Bob Garland and Jen Ericsson to 2011.
5. Old business:
 - A) Lori recapped the meeting with the town budget committee, where she presented and discussed the library's proposed budget for 2011-2012. Colleen, Lisa and Ingrid attended the meeting with Lori. Some issues raised at the meeting were: 1) the library uses Concord dispatch for emergency services; 2) resource sharing with the

- school system on encyclopedias; 3) bullying workshops with the life coach for youth
4) whether all new students to Bow schools should automatically get a library card.
- B) Elevator Issues. Otis elevators repaired the elevator, but because there are ongoing issues, the trustees decided to explore entering a service contract with Otis. Ingrid will review the proposed contract which would cost \$600 a year.
- C) Revision to library budget. Lisa moved to amend the library's 2011-2012 budget to include a COLA increase for employees, the same as is proposed for the rest of town employees. Ingrid seconded, and it was unanimously approved.

6. New business:

- A) Cash receipt issues. There have been ongoing problems with collection of monies for the Friends of Bow Library book sale. To address the problem, Lori has been spending extra time each day tallying the money. Also, a new system was implemented that requires employees to sign a log sheet each time a sale is made.

Trustees felt since this is a volunteer effort, Lori should not spend town time counting this money. It was decided that Lori would not count the money, but that all patrons purchasing books would be asked to sign or initial the log sheet. Friends volunteers should collect the money once a week for deposit.

The installation of new cash drawers under the circulation desk is being explored as a way to cut down on potential theft of funds.

In light of these changes, Ingrid will review and revise the cash receipts policy for discussion at the next meeting.

- B) Meeting room use exception request – Avon Foundation. The trustees voted to permit a representative from this non-profit group to use a meeting room on January 8, 2011. The meeting will be to gain volunteers / supporters for the Avon Breast Cancer walk in Boston next May.

The next meeting is January 12, 2010 at 5:00pm. The meeting was adjourned at 6:35 pm.

Respectfully submitted,

Ingrid White, Secretary