

**Bow Baker Free Library
Board of Trustees Meeting
June 9, 2010
REVISED APPROVED Minutes**

1. Call to Order

The meeting was called to order at 4:33 p.m. Present at the meeting were Colleen Haggerty, Ingrid White, Lisa Richards, Elizabeth Foy and Library Director Lori Fisher.

2. Approval of May 17, 2010 Minutes

Minutes from the May 17, 2010 meeting were approved as amended on a motion by Colleen, seconded by Ingrid and voted 2-0 (with 2 abstentions).

3. Treasurer's Report

- a. Monthly Budget Summary: Monthly budget report as of 5/31/10 was reported by Lori on behalf of Tom. Expenses for the month were at 79.67%. Motion to approve the budget by Lisa; seconded by Elizabeth. Approved by vote of 4-0.
- b. Special Expenditures Account: Lisa presented the Special Expenditure /RSA account report. It was noted that \$467.50 was returned to the Gates Grant Fund account that had been erroneously deducted at the end of May due to a bank error.

It was also reported that patrons aren't consistently paying for coffee, and as a result, the coffee expenditures are exceeding the receipts. The trustees and Lori discussed some different ways to encourage people to pay for the coffee. More discussion and thought on the matter is needed. Motion to approve report by Ingrid; seconded by Colleen. Approved by vote of 4-0.

- c. Donations: No donations were received this month.
- d. Bookkeeper update. Lori reported that she has spoken to Abe Anderson and he has agreed to begin keeping track of the RSA / Special Expenditures accounts. He believes the best time to start is at the beginning of the next fiscal year. He expects it will take him 1-2 hours per month and he will charge his standard fee of 15.19 per hour.

4. Director's Report (provided by Lori Fisher)

- a. Maintenance issues: Lori reported that Tom Ives spent a few hours at the library last month dealing with the backed-up toilet in the front patron bathroom. The pipe grade was changed to allow for the flow to go downhill to the leach field. Lori believes this

repair will permanently fix the problem. Additionally, the following repairs / maintenance took place:

- i. bathroom faucets were fixed so that they automatically stay on for the proper amount of time (20 seconds).
- ii. leaking faucet in the staff bathroom was fixed. This repair required replacement of the whole sink.
- iii. The broken handle on the front door was fixed
- iv. Windows were washed inside and out

There will need to be boiler and a/c maintenance before the end of June.

- b. Closing the Gates Grant account: There is only \$4,023.66 left in the Gates Grant fund account and Lori reported that the money from that account will be spent by the next Trustee meeting. \$3,425 has been used to pay for the new ILS system and the remainder will be used for Bailey Consulting.
- c. Summer reading program issues: The library has received a permit from the town to have a sign for the summer reading program. The permit to erect the tent has been submitted to the town office. Lori will call the property insurance to verify that having the tent up all summer will not pose any issues. Colleen will look into whether a permit is needed to cook food at the summer reading program kick-off event.
- d. Website changes: The library will establish a mobile website that is more suitable for access by mobile devices. Also, the site will have an interactive link called "Tell your Baker Free Library Story" where people can share their stories about the Baker Free Library. The stories will be edited and posted on the website and possibly used in library literature.
- e. Comments / Suggestions Box: In order to encourage feedback, the trustees discussed establishing a "comments or suggestions box" which would be located in the vestibule. The box should have a small platform attached for writing on, along with paper and pencils. More discussion is needed about what type of information should be requested on the comment form.
- f. E-Newsletter and Bow Schools: Lori reported that she had a good reception to mailing the latest BFL newsletter to Bow teachers. Several teachers responded they wanted to be included on the monthly email distribution list. However, the E-newsletter cannot get through the firewalls at the school email system. Lori will work on this problem to ensure all teacher who want to, can receive the E-newsletter.
- g. Sophie Paslaski senior project – library video: Bow senior Sophie Paslaski will be filming a documentary on the library this summer as part of her senior project. Her focus will be about how the library is more than just books. The library will get a copy of the long

and short versions of the documentary when it is completed and it will go up on the website. Good luck with the project Sophie!

5. Old business

- a. Apollo ILS System: The go-live date for the new ILS system is 6/22/2010. Lori and the staff are preparing for this day and cleaning up computer files in anticipation of moving them over to the new system. There should be little to no “down-time” for patrons, since the move will take place overnight. Lori and computer personnel will be on-site at 6:30 in the morning on 6/22 to ensure a smooth transition.

- b. Draft “Volunteers & NH Libraries Best Practices”: Lori reported she has drafted the “Volunteers & NH Libraries: Best Practices” and sent it to the state librarian for publication on the state website. Lori’s effort helps clarify and explain the basics of state labor law and how it applies to volunteers in a library setting. Many libraries around the state are not currently adhering to the law on this issue.

6. New Business

- a. By-laws: A draft version of changes to the by-laws was presented. After discussion, Colleen made a motion to approve and Elizabeth seconded. The revisions to the by-laws were adopted by a vote of 4-0.

- b. Library Employees Pay Table: The trustees discussed changes to the library employees pay table. It needs to be pared down to a 5-step table which would put it on par with other Town of Bow departments. Lori will review salaries by comparing other library employee salaries of similar town size, budget and staff size. The trustees will discuss this further at the next meeting.

The next meeting of the trustees will be Wednesday, August 4, 2010 at 4:30 p.m.

The meeting was adjourned at 5:35.

Respectfully submitted,

Ingrid White, Secretary