

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

1. Call to Order. The meeting was called to order at 5:00 p.m. Present at the meeting were Tom Ives, Ingrid White, Lisa Richards, Colleen Haggerty and Library Director Lori Fisher.
2. Minutes of August meeting. Minutes of the August 4th meeting were adopted as amended by unanimous vote.
3. Treasurer's Report. The reports for July and August were discussed. Electricity use is already at 20% for the year, due to the hot summer and greater use of air conditioning. This should level out though, as we approach colder months. Lisa moved and Ingrid seconded approval of the July report; the report was adopted unanimously. Colleen moved and Lisa seconded the August report; the report was adopted unanimously.

The June RSA and special expenditures report was discussed and unanimously approved on a motion by Tom and seconded by Ingrid. The July and August reports will need to be reviewed next month after Abe Anderson, the bookkeeper, develops them.

CDs will be left to roll over.

A new procedure will be drafted by Lisa and discussed next month regarding the streamlining of deposits and reporting for the RSA accounts. The new procedure will provide for Abe Anderson to create the reports every month, with oversight from the trustees.

There were no donations this month.

4. Director's Report the August 2010 Statistical Summary report was discussed.

Lori discussed the need to begin cleaning up the computer database of the library's collection. Currently, many items in the computer database are not indexed properly. Patrons may not be able to find items relevant to their computer searches. Lori anticipates this to be a two year project. At the moment, the intent is to have many staff persons working on the project a little at a time, along with their other duties.

The trustees entered a nonpublic session to discuss personnel matters and a meeting with the SCSEP / NH Workforce program representatives. The nonpublic session lasted from 5:30 pm to 5:45 pm.

The library's fuel rate will be \$2.375/gallon for next winter, through a contract with Fred Fuller Oil. This rate was obtained through the cooperative with Bow schools.

Lori reminded the trustees that the October trustee meeting will be to discuss the 2011 budget.

The trustees approved Lori to approach the Bow Rotary to seek a donation of a flag that could be kept in the upstairs meeting room.

5. Old Business. The trustees continued to discuss moving to a pay scale of 5 increments instead of 10. Lori presented some statistics and promised to get more information on statewide statistics for review. Lisa, Colleen and Ingrid will comprise a subcommittee to review the statistics in detail and come up with a workable 5-step pay scale. Elizabeth will be invited to participate as well. The subcommittee will meet on September 22.
6. New Business. There was discussion about hiring a new AM circulation assistance or junior page. It was generally felt this was a good idea. Also, the library may want to go to the SCCSEP / NH Workforce program and see if someone can be hired to do exclusively the database cleanup (see (4) above.)

The Friends of Bow Library has asked the trustees what their "wish list" is for items for the library. The trustees came up with the following:

- a) Creation of a comment box in the foyer
- b) Supplementing the coffee fund cost. Currently the library only collects between 30 – 50% of its costs back.
- c) Putting up a better permanent sign next to the Bovie sign for better street recognition.
- d) Lawn care needs – hiring a lawn maintenance service or investing in new plantings.
- e) Programs – grants for author visits, etc.
- f) Begin planning for 2014 – the 100th year anniversary of the Baker Free Library

A member of the public requested a waiver to the meeting room policy. The waiver request was discussed and the waiver was denied. The applicant could not demonstrate that any residents of Bow were sure to be in attendance at the event, which is a requirement under the meeting room policy.

The New Boston trustees will be invited to come and speak to the trustees at the November trustee meeting. The New Boston trustees used a private fundraiser to help them raise money for improvements to their facilities, and the intent of the meeting is for the Bow trustees to learn about the process.

Lori reminded the trustees that 2014 marks the 100 year anniversary of the Baker Free library, and planning should begin for a large gala or event to mark the occasion.

The next meeting is October 13, 2010 at 5:00pm. The meeting was adjourned at 6:55 pm.

Respectfully submitted,

Ingrid White, Secretary