

**Bow Baker Free Library
Board of Trustees Meeting
April 14, 2010**

1. Call to Order

The meeting was called to order at 4:30. Present at the meeting were Elizabeth Foy, Ingrid White, Lisa Richards, and Library Director Lori Fisher. Colleen Haggerty and Tom Ives arrived at 4:45.

2. Approval of Minutes

Minutes from March 10 meeting were approved on a motion by Elizabeth, seconded by Colleen, and passed 4-0.

3. Treasurer's Report

a. Monthly Budget Summary: Monthly budget report as of 3/31/10 was reported on by Tom. Expenses for the month were at 65.0%. Motion by Lisa to accept the report, seconded by Elizabeth, and motion passed 5-0.

b. Special Expenditures Account: Colleen reported on the March report. Total available in special expenditures is \$43,464.47. Motion by Lisa to accept the March report, seconded by Ingrid, and motion passed 5-0.

c. Donations: There was one donation of \$70 to be spent on children's books. Donation was accepted on a motion by Colleen, seconded by Lisa, and passed 5-0.

4. Director's Report

a. 2010 Statistics to Date: First quarter 2010 showed an increase over last year in circulation of DVDs, CD audio books, and downloadable audio books. 2010 program attendance is up 16% over 2009 for both adult and children's programs.

b. Friends Revitalization Update: A meeting was held on March 29, with Elizabeth representing the trustees and Jenny representing the staff. Officers were elected, including Christine Carey as president. The Friends will be holding a book sale starting April 26, at \$2 per bag.

c. Gates Grant and Hardware Update: The final amount of \$1300 was received and will be used to purchase hardware, along with \$8000 already in the account. All funds must be spent by the end of June. Lori is receiving quotes for 2-3 laptops, 2 laser printers, a digital projector, and a small camcorder.

d. NH Public Library Statistics: Lori completed the report which needs to be signed by Elizabeth and Tom.

e. Letter from Anthony Valley: A thank you letter was read from Mr. Valley, a new Bow resident, for assistance by library staff in an online job search. The letter will be posted to the website with his permission.

f. Carpet Cleaning: Cleaning is scheduled for April 22, and Lori requested permission to close the library at 2:00.

g. Summer Reading Program: The summer program is called "Feed Your Mind....Read!" An event will be held on June 25 from 5-8:00 PM, with activities held at the Bow Methodist Church and outside on the library lawn. Lori would like to have a tent available outside, and Elizabeth will pursue donation of a tent by Taylor Rental.

5. Old Business

a. Heating System: The library received a 20% reduction on the bill, and the system is now working properly.

6. New Business

a. Wall Repair Quote: A quote was received from Tuxedo Paint for \$325 to paint and repair the wall and ceiling.

b. New ILS System: Lori received 3 quotes from different vendors as follows:

KOHA, an open source system, at a cost of \$9,000-\$10,000 for set-up and \$3,500 per year for maintenance.

BIBLIONIX, a proprietary system for small-mid size libraries, currently used by New Boston Library and southern states, at a cost of \$4000 for set-up and \$3100 per year for maintenance.

Polaris system used by GMILCS, a consortium of southern NH libraries, at a cost of \$30,000-\$45,000 for set-up and \$13,750 per year for maintenance.

Lori presented information on the pros and cons of each system, and trustees identified BIBLIONIX as the best choice. Lori and staff have been able to use a demo website for BIBLIONIX and are impressed with the system's functionality. Trustees approved Lori to move ahead with the purchase in June, on a motion by Tom, seconded by Ingrid, and motion passed 5-0.

c. Election of New Officers:

Chairperson:	Colleen Haggerty
Secretary:	Ingrid White
Co-Treasurer:	Tom Ives and Lisa Richards
Member at Large:	Elizabeth Foy

d. Cash Receipts Policy: Lori and Colleen drafted a new cash receipts policy and procedures for RSA monies and book sale monies. The policy was approved on a motion by Elizabeth, seconded by Colleen, and approved 4-0, with one abstention.

7. Next Meeting: Next meeting is May 11, 2010, at 4:30 PM.

8. Adjournment: The meeting was adjourned at 5:45, on a motion by Colleen, seconded by Lisa, and motion passed 5-0.

Respectfully Submitted, Lisa Richards, Secretary