

BOW BAKER FREE LIBRARY
BOARD OF TRUSTEES MEETING

June 8, 2011

Approved Minutes

1. Call to Order. The meeting was called to order at 5:07 p.m. by Tom Ives. Also present were Ann Hoey, Lisa Richards, Ingrid White, Library Director Lori Fisher and BFL Friends President Chris Carey. Colleen Haggerty was absent. Agenda item #2, discussion with BFL friends, was tabled until later in the meeting.
3. Minutes. Ann moved, and Lisa seconded, approval of the May 11, 2011 meeting public minutes. They were approved unanimously as amended. Minutes of the nonpublic April 13, 2011 were also unanimously approved as amended, on motion by Lisa and seconded by Ann.
4. Treasurer's Report. The monthly budget summary was reviewed. On motion by Lisa and seconded by Ann, it was unanimously accepted. The RSA and special accounts report for March was reviewed. On motion by Tom and seconded by Ingrid, it was unanimously accepted. The RSA and special accounts report for May was reviewed. It was noted that \$2,028.85 was returned to the general fund. Ingrid moved, and Ann seconded, and the report was unanimously accepted.

Colleen Haggerty arrived at 5:23.

5. Library Director's Report.
 - a. Lori reported on the most recent department heads meeting. Abe Anderson cut a check to the town for \$1,770, which represented an overpayment the town made to the library. The AED will cost \$778 and that will be purchased soon. The town manager is revising the wage scale to include 9 steps instead of only 5. The personnel policy may be revised to include drug testing for "reasonable suspicion" testing for town employees. The town website is being revamped. Jill Hadaway's retirement party is on June 27 at the old town hall.
 - b. Friends of BFL update. Since Chris Carey was in attendance, she provided an update to the trustees. The bottle rocket science program went very well with over 30 kids participating. The book 'bag sale' is also generating a lot of interest. The Friends will have a table at the summer reading program kickoff party and also at the Methodist church strawberry festival. The Friends are also planning another art contest in the fall.
- (#2) Taking agenda item #2 out of order, the trustees continued discussion with Chris Carey about the basement renovation project. The Friends would like to see designated space in the basement for the book sale and also to have a specific supply closet where they could store their own materials, signs, boards, and other craft projects. The closet could be about the size of the one in the upstairs meeting room.

The trustees further discussed plans for renovating the basement. Ingrid will coordinate development of a "Request for Proposal" (RFP) with the town's attorney and investigate any requirements the trustees must follow. The Trustees also discussed taking a field trip to see some other libraries that have recently been

renovated. This trip will probably take place in July. Lori will call the Plymouth library to see if someone would be available to take the Trustees through the process.

5. c. Spring maintenance update. The two rotted trees have been removed from the side yard. The tree specialist also noted the two trees in front of the library are not native to the area and he did not know what they were. He is researching the issue. Many people have commented on how much better the landscaping looks now that it has been trimmed back. Lori requested \$950 to spend on the labor and materials to enclose the outside a/c unit and provide some screening around the area. On a motion by Tom with a second by Colleen, the trustees approved the expenditure.

5. d. Lori will be speaking at the Arts, Culture and Law conference at UNH Law School on June 24. She will speak about library volunteers. Amy and Deb will be attending a Primex workshop.

Ingrid left at 6:10. Lisa Richards took over as secretary.

6. New Business

Revised MOU with Friends - discussion about reason for agreement is to separate responsibilities. Some MOU changes, but questions still remain about board elections and voting members. Trustees felt they needed more clarifications before signing the MOU. Lori recommended the Friends have each volunteer sign a volunteer agreement. Chris left at 6:30.

Review of meeting room agreement - current policy was discussed and decision made to keep policy as is with no changes.

Meeting adjourned at 6:42.

Next meeting is August 10 at 5:00.