

Baker Free Library
Board of Trustees Meeting
October 12, 2011

Final Minutes

1. Call to Order. Colleen Haggerty called the meeting to order at 5:00 pm. Also present were Ann Hoey, Tom Ives, Ingrid White, and Library Director Lori Fisher. Lisa Richards was absent.

2. Minutes. Tom moved, and Ann seconded, approval of the minutes of the September 14, 2011 Board meeting. They were approved unanimously. Tom moved, and Colleen seconded, the minutes of the September 21, 2011 Board meeting. These minutes were approved unanimously.

3. Treasurer's Report.

- a. The September 2011 monthly report was reviewed and discussed. It was noted that the percentage figures in the "Total" lines are not correct; they add up to more than 100%. Lori will ask Abe to correct these figures. Also, Lori reported that last year she had not correctly calculated Deb Barlow's hours. Deb worked 210 hours more than what was calculated, which resulted in an under budget of \$1800. Lori also said the total budgeted for fuel oil--\$10,000--may be too low as this winter's fuel price is \$3.195/gallon compared to \$2.375/gallon last year. Our projected minimum cost is \$12,141. Ingrid moved, and Colleen seconded, and the trustees voted to accept the monthly report.
- b. The September special expenditures report was reviewed and discussed. Colleen said that it would be helpful to have some notation about the nature of the check deposits. Perhaps Lisa can bring the check book and clarify at the meetings. Colleen moved, Tom seconded, and the trustees voted to accept the special expenditures report. Ann then moved and Colleen seconded to accept the \$200 donation. The motion was passed unanimously by the trustees.

4. Director's Report

- a. Town department heads' meeting summary: The town is updating its website and is contracting with a vendor called Virtual Town and Schools. It hopes to achieve a more unified look for its department pages. Lori defended the need for the library to keep its own website citing the differing needs of the library such as the online catalog. She also pointed out its low cost. The library website will link to the town website. The E 911 street name changes are proceeding with the identification of the first tier of streets.
- b. Friends of BFL update: Ingrid missed the last meeting. Lori reported that the art contest is going forward with a reception and awards ceremony scheduled for November 5. The art contest has some local business sponsors.
- c. January-September 2011 statistical summary: Trustees reviewed the summary. Computer usage continues to decrease while program attendance rises. Lori

- attributed the increase in attendance at children's programs to staff members' visits to the middle school.
- d. Patron incident report of 9/30: Lori reported that a Bow male resident apparently had an inappropriate conversation with a 16 year-old male in the library. The teenager's parent called Lori and reported the incident and asked to file a complaint. Lori told the parent that she would talk in person to the patron, but she has not yet seen the man in the library since the incident. Lori talked with the Bow police to alert them of the situation and asked if they would do a "walk through" when she does confront the patron in question. The police said they would support her in this way.
 - e. Staff professional development: Lori reported that Jennifer and Jen had attended the NELA Conference in VT. They returned with additional resources, and they also felt positive about what the Baker Free Library is offering the community. Lori said that she plans to attend the Public Library Association's conference in Philadelphia from March 15-17, 2012. She will also be a panelist on a social media program at the NH Library Trustee Association's conference in Bedford on May 21, 2012.
 - f. Building/Grounds maintenance update:
 - 1. Heating/cooling repairs--AGS identified the leak in the air conditioning unit and put in coolant. Lori is awaiting the bill.
 - 2. Upcoming snow removal--Of the four companies that Lori contacted about shoveling the walks, none was willing to do the job. She recommended that we engage the services of John Burton who will shovel the walks and charge according to the number of inches of snow we receive. The Board agreed.

5. Old Business

a. Basement renovation

- 1. Estimates from architects--assessment of design cost: Only two of the four architects responded: John Urdi and Chris Carly. Carly submitted a cost to create a schematic. We did not receive specific costs from Urdi. Tom will follow up with both architects, and if he is unable to make contact with them, Ingrid will complete the task. She will also call the two architects who did not respond. The architects need the "wish list" generated by the focus groups as well as the basement floor plan. We need to get an estimate of the overall cost of the project. We could probably skip the estimate for a schematic. Lori reported that the Town Clerk told her that the Town Office documents could not be stored in the library basement because the Town Clerk needs to be present when someone is accessing the materials. As a result, the Town Office storage area will not be included in the basement plan. Ingrid plans to call Randy Brough, director of Laconia Public Library, to get the agreement LPL trustees made for their building plans.
- 2. Establishment of a Building Committee--Eric Anderson has agreed to co-chair the committee. Does the Board need to meet with him at the end of the month?

6. New Business

- a. Ill support letter from trustees--The trustees reviewed a letter drafted by Lori to State Librarian Michael York. The letter expresses the trustees' opposition to the proposed cuts in funding of the interlibrary loan vans. It outlines the importance of the ILL service to Bow patrons and the impact of reduced van service. With a few modifications, the letter was accepted and signed by the trustees. In addition, the trustees approved a petition initiated and drafted by the NH Library Trustees Association. The petition asks NH residents/taxpayers to sign if they want the van funding to stay at its current level. The trustees recommended that only patrons over 14 years old be able to sign the petition. Lori will make a display and put out the petition as soon as possible.
- b. Draft 2011/2012 budget review: Lori reported that she is submitting a budget that is close to level-funded. The bottom line figure is 2% over last year's. She and the Board discussed the changes made in the Collection Development budget lines. She moved Downloadable Audiobooks and the *Encyclopedia Britannica* fees from the Computers budget to the Collection Development budget since these resources are part of the collection's offerings. She cancelled several subscriptions because they were not getting the use to justify the cost. Tom moved, Ingrid seconded, and the trustees voted unanimously to accept the 2011/2012 budget.
- c. Proposal to purchase e-readers for circulation--This was reviewed and discussed. Colleen moved, Tom seconded, and the proposal to spend approximately \$1, 413.39 from the special expenditures fund for e-readers was unanimously approved by the trustees.

The next meeting is November 9, 2011 at 7 p.m.

The meeting was adjourned at 6:42 p.m.

Respectfully submitted,
Ann Hoey, Secretary