

Baker Free Library
Board of Trustees Meeting
December 14, 2011

Final Minutes

1. Call to Order. Colleen Haggerty called the meeting to order at 5:10 pm. Also present were Ann Hoey, Tom Ives, Lisa Richards, Ingrid White, and Library Director Lori Fisher.

2. Minutes. Ingrid moved, and Tom seconded, approval of the minutes of the November 9, 2011 Board meeting. They were approved unanimously. Lisa moved, and Colleen seconded, the minutes of the November 11, 2011 Board meeting. These minutes were approved unanimously.

3. Treasurer's Report.

- a. The November 2011 monthly report was reviewed and discussed. Ann asked about the DVD line and Lori explained that the amount reflects the fact that fine revenues offset expenses. Lisa moved, and Ingrid seconded the report. It was approved unanimously.
- b. Lori reported that the library will be reimbursed about \$8,000 as a credit for the lower amount of health insurance required by Jennifer Ericsson, whose daughter was taken off her policy earlier this year.
- b. Because there was no October special expenditures report, we deferred approval of the November report until both were available for review. We looked over the November report and noted no visible problems. Lisa will ask Abe to list each check individually. Lisa had the check book and was able to explain each check number.
- c. Approval of donations was deferred until next month.

4. Director's Report

- a. Town department heads' meeting summary: The Selectmen have decided to include only the safety complex in the town center warrant article. There may be another warrant article proposed for a larger amount to cover the cost of the multi-use capacity. The Benefits Committee is still meeting and its next meeting is scheduled for Monday, December 19. Overall, benefit costs have increased 14%.
- b. Friends of BFL update: The art show raised money. The bag sale ended on November 26.. Lori emailed the Friends about the Rotary's Winter Fest. Ingrid said that Christine Carey plans a table for the event.
- c. January-November 2011 statistical summary: Lori reported that circulation continues to rise and that computer usage is not down as much. She said that she had been unable to identify the 5,000th patron due to the software involved.
- d. Building/Grounds maintenance update: Lori reported that the parking light ballasts were replaced.
- e. Intern: An intern from URI will work at the library from January through April. She also works at Bedford PL. Lori will have her focus on collection

- development and weeding, particularly the 500 section of the nonfiction, which includes a good balance of adult and juvenile materials.
- f. Other: Lori reported that the library had received \$700 so far from the Giving Tree. She also read a thank you note from Charlotte Buxton.

5. Old Business

- a. 2012/13 Budget update: We discussed the fact that the Town had removed the 2.6% COLA for town employees. Ingrid moved that the BFL Trustees remove the 2.6% COLA from the library budget to be in line with the other town departments, and we will re-assess if the COLA is restored at the town level. Colleen seconded the motion, and it was passed unanimously. Lori also shared her conversation with Henry Judd, who had requested a meeting with her today to provide follow up from the Selectmen's meeting last weekend. Tom moved that we amend our building warrant article amount from \$125,00 to \$32,000, which includes the cost for the architectural design development, construction documents and bid documents. Lisa seconded, and the motion passed unanimously. Lori will communicate the change to the Selectman and town.
- b. Lower Level Renovation:
1. Building Committee update—At the last meeting, the committee discussed fundraising and publicity; members were assigned tasks. Lori will contact New Boston and ask for their fundraiser to attend a meeting. Primary Day is January 10, and the BFL plans to staff a table promoting library services as well as the lower level renovation. Lori also suggested holding a Heritage Commission meeting at the library in February with a speaker and food.
 2. Library parking update—We need to ask Chris Carley how many parking spaces will we require for large events. Tom will talk with the church about a written agreement. Lori will query the library community about libraries that have parking arrangements with other/outside parties.
 3. Messaging and public relations prior to Town Meeting—Lori will develop FAQs and talking points.

6. New Business

- a. Second Review of e-Reader Lending Policy—The trustees again reviewed the policies and the agreement. The following revisions were made:
- Include spaces for patron to initial the first four sections of the agreement.
 - Add the date the device is checked in.

7. Public Comment

There was no public comment.

The next meeting is January 11, 2012 at 5 p.m.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Ann Hoey, Secretary

