

**Bow Baker Free Library
Board of Trustees Meeting
February 9, 2011
Approved Minutes**

1. Call to Order. The meeting was called to order at 5:03 p.m. Present at the meeting were Colleen Haggerty, Ingrid White, Lisa Richards, Tom Ives and Library Director Lori Fisher. Elizabeth Foy was absent.

2. Minutes of January meeting. The minutes of the January 2011 meeting were adopted as amended by unanimous vote, on a motion by Lisa and seconded by Colleen.

3. Treasurer's Report.
 - A) The January budget summary report was reviewed and discussed. The FICA line item is high, but is only expected to increase by another \$100 before the end of the fiscal year. On a motion by Colleen, seconded by Lisa, the report was accepted unanimously.

 - B) The December and January RSA and special expenditures reports were reviewed and discussed. The December reports were unanimously accepted on motion by Ingrid and seconded by Colleen. The January reports were accepted as amended on motion by Colleen and seconded by Ingrid.

 - C) A \$200 donation was accepted on motion by Colleen and seconded by Lisa.

4. Director's Report.
 - A) Lori introduced an undergraduate intern from the University of Maine, Rachael Catano, who will be working with Lori for a few months. Her first project is weeding out the collection in the basement. Welcome Rachael!

 - B) Lori reported on the latest town department meeting. Library employees will be involved in the joint loss committee.

 - C) The Friends of the Baker Free Library is considering purchasing two new museum passes. Elsa Chern is leading the first Friends science workshop at the library on polymers, on Friday March 11 at 3 pm. 12 spaces are available for kids in grades 1-4.

 - D) Safety training was completed for the rest of the staff by Bow PD. Walkie-talkies are being purchased and the safety committee will meet with Sgt. Lougee to prepare a list

of priorities for safety enhancements to the library. Lori will bring an action list for this to the March trustees meeting.

- E) Lori reported on the apparent loss of several Inter-Library Loan books and other Baker Free library materials because a patron became unexpectedly mentally and / or physically incapacitated. The total for the missing items is about \$1,400. Lori is pursuing all avenues to recover the items or get reimbursed.

5. Old business:

- A) 2011-2012 Budget. The Budget committee voted to cut \$5,516 from the library's budget. The cut can be absorbed by removing \$3,928 from the Health Insurance line (which was over-calculated due to error) and also by not purchasing the updated encyclopedia set at a cost of \$1,588. The trustees did not take any further action on the budget.
- B) No further communication was received from New Hampshire Elevator concerning the outstanding bill.
- C) The Otis Elevator proposed maintenance contract was discussed and agreed upon. Lori will enter the contract on behalf of the library.
- D) At the next town elections, Ann Hoey will be running for library trustee.

6. New business:

- A) The Circulation policy was reviewed and discussed. Out-of-town fees were increased by \$5 each for both adults and seniors. As of July 1, 2011, adults will pay \$85 annually, and seniors will pay \$40. Additionally, patrons will be limited to four inter-library loan items checked out at a time. If the library has to send a certified letter to a patron to collect overdue materials, the patron will be charged \$5 to cover the cost of the letter.

The next meeting is Tuesday, March 8, 2011 at 5:00pm. The meeting was adjourned at 6:41 pm.

Respectfully submitted,

Ingrid White, Secretary