

BOW BAKER FREE LIBRARY

BOARD OF TRUSTEES MEETING

August 10, 2011

Approved Minutes

1. Call to Order. The meeting was called to order at 5:04 p.m. by Tom Ives. Also present were Ann Hoey, Lisa Richards, Ingrid White, and Library Director Lori Fisher. Colleen Haggerty arrived at 5:10.
2. Minutes. Ann moved, and Lisa seconded, approval of the revised June 8, 2011 meeting minutes. They were approved unanimously as amended.
3. Treasurer's Report.
  - a. The end-of-the year accounts were reviewed. The library came in at 99.9% of its budget, with \$516.59 left over. After discussion, Ann made a motion, and Ingrid seconded, to add this amount to the books line of the 2011-2012 budget. The trustees so unanimously voted.
    - (f) (agenda item 3.f) Additionally, due to an accounting error in the accountant's software, the library paid an extra \$996.42 in taxes which was refunded. However, the refund came too late to be added to last year's accounting, so the library has been instructed by Bob Levan to add it into this year's budget. The trustees voted, on motion by Colleen and seconded by Lisa, to add this amount to the "Library Supplies" line item for 2011-2012.
  - b. The June and July budget reports were reviewed, discussed, and accepted by the trustees.
  - c. The June and July special expenditures reports were reviewed and discussed. The trustees discussed whether it might be possible for the accountant to have electronic access to the monthly statements. Lisa will look into whether it is possible for him to have read-only access to the accounts, or otherwise, she might be able to email the bank statements to him. The trustees also discussed adding more descriptions to the "deposit" line items so they can be better tracked. On a motion by Tom and seconded by Ingrid, the June report was accepted. On a motion by Ingrid and seconded by Ann, the July report was accepted.
  - d. There were two donations in June - \$200 from Mr. Shea and \$150 from the Quarterhorse Association. Both were accepted by the trustees on motion by Colleen and seconded by Lisa.
  - e. Lori reported the town auditors will be at the library next Monday to review the books.
  - f. See (a) above.
  - g. Use of CD monies. The library has a CD that matures on September 5, in the amount of \$7,931.71. The trustees discussed several different uses for the monies. It was decided that the CD would be cashed and placed in the special expenditures account. \$4,000 will be used for a new program called the "Overdrive Advantage Program" or OAP.

Essentially, e-book usage at the library is up 40% in the first half of 2011. Because there is such a high volume of users, the waiting times for the most popular titles available through the library consortium are very high. Some books have over 30 patrons in line.

While the library will still participate in the consortium, the trustees decided it would be a great service to the Bow residents to purchase the most popular e-books. That way, the wait times, if any, will only be for patrons within Bow and only Bow library card holders will be able to access the books.

Lori researched different programs and recommended OAP, which will cost \$1,000 for initial setup, and then \$250 per month for about 12 adult and 7 juvenile books per month. Lori will buy the most popular titles based on patron data.

The trustees voted to appropriate \$4,000 of the CD towards this program, thus paying for the initial setup and 1 year of monthly book purchases. The program will be revisited next spring to see if it is worthwhile continuing. If it continues, the \$1,000 will not have to be paid again.

Additionally, the trustees voted to appropriate \$500 from the CD to go towards the consortium, as the consortium is also struggling with increased usage and demand.

Lori also asked the trustees to consider using the remainder of the money from the CD to create a “lock down area” in the library office. Such an area was recommended at the safety review done by Bow police last spring. Curtains or shades should be placed on the windows, and the doors need to have one-way locking mechanisms to prevent an intruder from getting into the area. Lori presented some initial figures on the locks, but the trustees felt the prices were too high. Lori is going to research some other alternatives.

The trustees also discussed whether to open an account with the New Hampshire Public Deposit Investment Pool (NH PDIP) as an alternative to maintaining CD accounts. CDs may offer a slightly higher rate of return, but there is a penalty for early withdrawal. Using the PDIP pool ([www.nhpdip.com](http://www.nhpdip.com)) is safe, liquid, and there are no fees for early withdrawal. There is a 0.20% monthly fee (20 bps) based on the gain in the fund. No decision on using this fund was made.

#### 4. Director's Report

- a. Nothing of direct interest to the library was discussed at the bimonthly town department head meeting.
- b. The Friends of the BFL are having a “Science Friday” this Friday at the library.
- c. The January – June statistical summary was discussed. Other than the 40% increase in e-books, there was an overall increase of 1% of usage of the library.
- d. The Inter-Library Loan (ILL) system has had its budget cut, and so there will only be 1 delivery per week to Bow. Amy has changed her hours to adjust her schedule to the new Wednesday delivery (instead of Tues / Thurs).
- e. The elevator is not functional again and Lori has been working diligently with Otis seeking repair. Unfortunately some wrong repairs were made to the elevator earlier and new cables now need to be installed. Otis is working with Lori to correct the mistakes. Lori reported that the new lawn mowing service is going well.
- f. The Summer Reading event is going well.
- g. Borders book store closure – the trustees discussed the Borders Book Store closure and its management problems. Lori shared an article on the topic.

- h. New item: The Bow Rec Department would like to hold a “Safe on my Own” course through the Red Cross at the library and would like to use a meeting room. Since the course involves a fee per participant, use of the room requires an exception to the Room Use Policy. The Trustees voted unanimously to allow the program.
5. Old Business
- a. Basement Renovation: the trustees discussed the next steps for the basement renovation project. It was decided that a formal committee needs to be put together to carry out the project. Several names were discussed as persons the trustees would want to approach to be the chair of the committee or a public member. A member of the Friends, and a member of the Heritage commissioner and a member of the staff will also be asked to join.
  - b. The Memorandum of Understanding with the Friends has not been received back yet, so there was no discussion.
6. New business – the Circulation Policy was discussed and slightly revised. On motion by Ann, seconded by Colleen, the trustees passed the policy as revised.

The next meeting is September 14 at 5 p.m. The meeting was adjourned at 7:02 p.m.

Respectfully Submitted,

Ingrid White, Secretary