

Baker Free Library
Board of Trustees Meeting
September 12, 2012

Final Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:00 pm. Also present were Ann Hoey, Mark Leven, Lisa Richards, Ingrid White, and Library Director Lori Fisher.
2. Minutes. The minutes of August 29, 2012 were reviewed. Mark moved to accept the minutes of August 29th, Tom seconded, and the motion passed with Lisa and Ingrid abstaining.
3. Treasurer's Report.
 - a) The August 2012 monthly report was reviewed. Lisa asked about the negative figure for the DVD line and Lori explained that it was due to the delay in the quarterly reimbursement deposited in July. Ingrid moved to accept the August 2012 monthly budget report, Mark seconded, and the report was accepted.
 - b) The August 2012 RSA & Special Expenditures Reports were reviewed. Lisa pointed out that the CD matures the end of October, and the Trustees may want to consider moving the money into the account planned for the Lower Level Renovation. Ann moved to accept the August 2012 RSA & Special Expenditures Reports, Ingrid seconded, and the special expenditures were approved.
 - c) Donations--Ann moved to accept the \$100.65 in donations, Mark seconded, and the donations were accepted.
4. New Business--Tom moved the discussion of New Business up in the agenda because Lisa had to leave early.
 - a) Draft 2013/2014 library budget. Trustees reviewed and discussed the proposed budget. Tom moved to accept the proposed \$499,224 budget, Lisa seconded, and the trustees unanimously voted to accept the proposed 2013/1014 budget.
5. Director's Report.
 - a) Town department heads summary: Lori reported that Selectman Keane has resigned his position as of September 15, 2012. The renaming of town streets continues. Department heads were told that they needed to explain where reductions would come from if their departments are level-funded.
 - b) Friends of BFL update: Lori has not heard from Chris Carley.
 - c) Staffing update: Molly Milazzo began working last week and has already begun helping several patrons with technology issues. The staff is settling into the new schedule. The increase in the number of staff on Saturdays is working well.
 - d) Professional development update: Lori reported that the staff will be attending a number of conferences this fall. Jen Leger will attend the YALS Conference; Amy Bain will attend the READS Conference as a speaker; and Lori will attend the NHLA Fall Meeting. Lori also received a complimentary registration to the NELA Conference and will probably attend one or two days.

e) August 2012 statistics: Circulation and computer use continue to increase; program attendance is down slightly. The good weather over the summer probably affected attendance at summer reading programs. Lori reported that since 2001, the number of hours the library is open has increased 30% and that circulation has increased 50% in that time. The number of staff has increased from 10 to 13.

6. Old Business

a) Lower Level renovation

1. Account for receiving Lower Level donations: Tom moved that the trustees authorize Lisa and Ingrid to open a savings account named the Lower Level Renovation Account for the purpose of depositing funds for the renovation. Lisa seconded the motion, and the trustees voted to authorize this action. Mark moved that the trustees make Lisa and Ingrid signees on the account and authorize them to deposit funds into this account. Ann seconded the motion, and the trustees voted to accept it.
2. Building Committee update: The Lower Level Renovation Committee met with 12 architects at its last meeting and toured the lower level. Ingrid reported that Jim Hatem of Nixon Peabody has agreed to provide the legal expertise pro bono to establish a Foundation for the Baker Free Library. Ingrid moved that we engage Jim Hatem and Nixon Peabody to do pro bono work on establishing a foundation. Mark seconded the motion, and the trustees unanimously voted to accept the motion. Tom signed the engagement letter with Nixon Peabody and gave it to Ingrid. Ingrid will ask that Jim Hatem or someone from his firm attend a meeting with the trustees on Wednesday, September 26 at 5 p.m. at the library to explain more about the process of establishing a foundation and to answer Trustee questions. Ingrid asked for clarification about whether the trustees want to continue in the same vein as the pre-design work in terms of the engineering component of the design, and the trustees said that they did.
3. Friends book sale. Lori and the staff will develop a plan to cull and organize the book donations.
4. Architect bids--Trustees will pick up submitted proposals at the library after Friday, September 21 at 4 p.m. and review before meeting on September 26.

7. Other: Lori thanked Tom for cutting tree limbs that were touching the roof.

8. Public Comment--none

9. Meeting dates:

Special meeting dates: Wednesday, September 26, 2012 at 5:00 p.m.--Review of architect proposals.

Wednesday, October 10, 2012 at 5 p.m.--Architect Interviews

**Thursday, October 11, 2012 at 5 p.m.--Architect
Interviews**

Next regular Trustee meeting date is Wednesday, October 10, 2012 at 6:00 p.m.

10. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,
Ann Hoey
Secretary