

Baker Free Library
Board of Trustees Meeting
December 12, 2012
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 November 14, 2012 were reviewed. Mark moved to accept the minutes, Lisa seconded and the minutes of November 14, 2012 were accepted. The minutes of December 4, 2012 were reviewed. Ingrid moved to accept the minutes, Mark seconded and the minutes of December 4, 2012 were accepted with Lisa abstaining from voting.

3. Treasurer's Report.

- a) The November 2012 monthly report was reviewed. Ann moved to accept the November 2012 monthly budget report, Ingrid seconded, and the report was accepted.
- b) The November 2012 RSA & Special Expenditures Reports were reviewed. Lisa noted that the words "CD's" should be deleted as the CD account had been transferred to a money market account. Tom moved to accept the November 2012 RSA & Special Expenditures Reports, Ann seconded, and the motion passed.
- c) Donations--none.

4. Director's Report.

- a) Lori reported that Ann and Phillip Sharp had emailed her to express their desire to donate Biogen Idec stock valued at approximately \$2000 to be used towards the restoration of the lower level of the Baker Free Library. Tom moved that the Trustees accept Ann and Phillip Sharp's donation of Biogen Idec stock valued at approximately \$2000 to be used towards the restoration of the lower level of the Baker Free Library. Lisa seconded the motion, and the motion was passed unanimously. Lori will email the Sharps and ask for their financial advisor's contact information. Tom will consult his account to determine the proper procedure for transferring the stock. Ingrid will send a thank you note to the Sharps and to an earlier donor.
- b) November statistics: The trustees reviewed the report. Circulation, computer usage and program attendance continue to increase.
- c) Town department head meeting: Lori reported that the Board of Selectmen are finalizing their budget. The safety building is estimated to cost \$7.2 million dollars. The Select Board plans to restore the sick leave incentive for town employees.
- d) Building maintenance issues: The furnace circulator motor is being rebuilt. A transfer switch also needs repair and ballasts will need replacing.
- e) Benefits open enrollment for eligible staff: One staff member is adding her spouse to her health insurance benefit, which will cost the library \$2000 more for the year. Lori will take the money from other budget lines: postage, library supplies, etc.
- f) Preparations for device/eBook questions after holidays: Lori expects that the library will see a dramatic increase in requests for help with new e-readers and other devices after the holidays. She has scheduled four e-reader classes in early January.

5. Old Business

a) Lower Level renovation

1. Committee update: The Lower Level Renovation Committee has prepared a list of people who will be interviewed by Leah. A training workshop for those who will ask community members for money is scheduled for Monday, January 7, 2013 at the Town Hall from 5:00? to 8:00 p.m. Ingrid asked that all Trustees attend the session.

2. Foundation creation progress: Ingrid reported that three of the foundation directors agreed to hold an office. Ingrid will serve as president; Sue Hatem will serve as secretary; and Paul Rizzi will serve as treasurer. Ingrid will work on completing and submitting the necessary paperwork.

3. Fundraising update: Ann suggested that we contact the high school to find a potential senior who might be interested in helping fundraise for the lower level restoration as part of his/her senior project.

4. H.L. Turner bills: Tom reported that Jay from H.L. Turner will attend the Jan. 9th Trustee meeting and bring 3-d designs. Mark moved that the Trustees send a written request to the Trustee of the Trust Funds to release funds from the Lower Level Renovation Capital Reserve Fund to pay H.L. Turner's November 30th bill of \$2,352.00 for services rendered for the Lower Level Renovation. Lisa seconded, and the motion passed.

b) 2013/14 library budget: The trustees discussed the meeting with the Select Board on December 4th. Ingrid moved that we amend the original warrant article to ask for \$50,000 instead of \$150,000 toward the Lower Level Renovation. Mark seconded the motion, and the motion passed unanimously.

c) Library survey: Lori distributed the results of the survey and encouraged trustees to read through the report after the meeting. The summary sheet indicated that many of those who answered the survey wanted more eBooks and free music downloads. She also said that a good percentage requested Sunday hours for the library.

d) Long-range plan revision: The trustees scheduled a meeting for March 27th at 5:00 to develop a long-range plan. Lori will provide food and will also get input from staff prior to the meeting.

e) Trustee by-laws and sample by-laws: Ann and Lori will draft a revision of the current Baker Free Library Trustee by-laws.

6. New Business

a) Proposal to add additional eBook & downloadable music materials for the last six months of 2012/2013 fiscal year: Lori presented information about Freading and Freegal and outlined a proposal for adding these services for the last six months of the current fiscal year. The two services would cost approximately \$3000. Lori would take money from the print budget to pay for the Freading service and would take money from the Juvenile CD audiobook account to pay for the Freegal service. Mark moved that the library adopt a six-month trial of Freading and Freegal. Ingrid seconded the motion, and the motion passed.

b) Bob Garland, the library custodian, is being honored at the Employee Recognition ceremony tonight at 6:30 pm. Lori invited Trustees to attend.

7. Public Comment—none.

8. **Next regular Trustee meeting date is Wednesday, January 9, 2013 at 5:00 p.m.**

9. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,
Ann Hoey, Secretary