

Baker Free Library
Board of Trustees Meeting
February 8, 2012

Final Minutes

1. Call to Order. Colleen Haggerty called the meeting to order at 5:15 pm. Also present were Ann Hoey, Tom Ives, Lisa Richards, and Library Director Lori Fisher. Ingrid White was absent.

2. Minutes. The January minutes were reviewed and two corrections were made. Lisa moved and Tom seconded the corrected minutes of the January 11, 2012 meeting, and they were approved by three trustees with Colleen Haggerty abstaining.

3. Treasurer's Report.

- a. The January 2012 monthly report was reviewed and discussed. Colleen moved, and Lisa seconded, and the trustees voted to accept the monthly report.
- b. The December 2011 special expenditures report was reviewed. The BFL General fund expenditure was explained: this figure includes the amount the library paid for the purchase of Kindles. Lisa corrected the report by deleting the account number after the final Total. Tom moved, and Ann seconded, and the trustees voted to accept the December 2011 special expenditures report with this correction. The January special expenditures report was reviewed and the same deletion next to the Total was made. Colleen moved, and Tom seconded, and the trustees voted to accept the January 2012 special expenditures report with this correction.
- c. Donations—There were none.

4. Director's Report

- a. Town department heads' meeting summary--The town is still working on developing a town website. Lori will be submitting photos and will provide some links related to library business as well as a link to the library's website. She hopes to create links for the town website that will address the kinds of questions about the library that a newcomer to the town of Bow might have.
- b. Friends of BFL update--The next meeting is scheduled for February 22, 2012.
- c. January 2012 statistical summary--Circulation, program attendance and even computer usage have all increased.
- d. Staffing update--Two of the staff are on jury duty and another is out for an extended medical leave (at least two weeks). Lori has re-assigned work duties and has a substitute available if needed, so she expects to manage without too much trouble unless there are further staff absences.
- e. Staff professional development--Four staff members will attend an e-reader training at the State Library with the State Library Technology Services Librarian. Lori will attend the PLA Conference in Philadelphia in mid-March.
- f. Building/Grounds maintenance update--Lori has asked Jack Burton to use less salt and more sand on the walks and the parking lot.

- g. Computer maintenance issues--No issues were reported.
- h. Pending state legislation regarding libraries--Lori testified at one hearing regarding the abolishment of the Department of Cultural Resources. There are a few other bills pending that could impact libraries, and Lori is in touch with the State Librarian and the NHLA legislative liaison regarding these bills.
- i. Recent publication of library director's essay in *Public Libraries*--The trustees congratulated Lori on the publication of her essay in this national journal, and said they would explore avenues to publicize it in the local media and within the NH library community.

5. Old Business

- a. 2012/13 Budget update--Lori said the recent meeting with the Budget Committee was helpful and productive.
- b. Lower Level renovation
 - 1. Building Committee update: An open house is planned for Monday, February 13 from 6:00 to 8:00 pm at the library. Ingrid has contacted members of the Building Committee and asked them to invite people to the event. The next meeting of the committee is scheduled for February 27. Derek Wong will discuss fundraising at the March 12 meeting.
 - 2. Library parking discussion and update: No report.
 - 3. Public Relations prior to Town Meeting: Lori and Ingrid will prepare for town meeting. Lori said she could prepare a power point presentation.
- c. Town meeting preparation--A trustee will have to speak to the warrant article.

6. New Business

- a. Discussion about the role of Library Director regarding lower level renovation--The Library Director will act only as a liaison between the Building Committee and the staff. The trustees understand that the director's duties as well as those of other staff members do not include fundraising and that the project is not a library director-driven project. The trustees also discussed ways in which the Building Committee could ease the workload of the chair of the committee.
- b. Meeting room request from Bow Parks & Rec--The department wants to offer a series of children's art and language classes taught by a Bow resident. Fees will be charged. Ann moved and Colleen seconded an approval for the request and the motion was approved by all.
- c. Request from Bow Parks & Rec regarding use of library Facebook page & Twitter--Trustees discussed request. The library's social media policy states that its social media tools are to be used to promote only library-related events. The library does promote community-wide events, but not ones like the classes that Park & Rec is asking to be promoted. The trustees expressed some reservation about extending the promotion beyond library programs as there could be confusion about what is a library program and what are fee-based programs of other town departments. Lori said she could link to a pdf of the classes if Park & Rec can make that available to her.

d. Other—Lori received a complaint regarding the library's prohibition of posting of lost dog notices. The trustees reviewed the Public Posting Policy and agreed to continue the ban of posting of notices for lost animals.

In other business, Colleen Haggerty announced her resignation as library trustee, effective March 14, 2012, following the town meeting. Last year, she had committed to serving one remaining year of Elizabeth Foy's three year term, who resigned in March 2011.

The next meeting is March 7, 2012 at 5 p.m.

The meeting was adjourned at 6:17p.m.

Respectfully submitted,
Ann Hoey, Secretary