

Baker Free Library
Board of Trustees Meeting
May 9, 2012

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:00 pm. Also present were Ann Hoey, Mark Leven, Ingrid White, and Library Director Lori Fisher. Lisa Richards was absent.
2. Welcome to new trustee Mark Leven. We welcomed Mark to his first meeting as a trustee.
3. Election of 2012/23 officers. This was postponed until June because we do not have all trustees present.
4. Minutes. We tabled approval of the April 2012 minutes because we lacked a quorum of trustees who attended the last meeting.
5. Treasurer's Report.
 - a. The April 2012 monthly report was reviewed and discussed. The training expense was high, but Lori reported that she would be reimbursed by NHLA for some expenses, so the figure will be decreased. Also, the CD expenditure figure was high because Lori hadn't yet received the CD reimbursement from Lisa. Ingrid moved, and Ann seconded, and the trustees voted to accept the monthly report.
 - b. The April special expenditures report was reviewed. Lori noted that she will ask for the account number at the bottom to be removed. Tom moved, and Ingrid seconded, and the trustees voted to accept the special expenditures report.
 - c. Donations. No donations were reported.
6. Director's Report
 - a. Town department heads' meeting summary: The meeting addressed the issue of benefits for part-timers. The select board agreed to grandfather current part-timers. A "new resident" packet is being developed, which will include information about the library.
 - b. Friends of BFL update: The Friends will also sponsor a spring children's clothing sale on Saturday, May 12. Lori talked to the group about developing a strategy for dealing with the size of the book sale and the need to limit donations for the sale.
 - c. April 2012 BFL statistical summary: Circulation continues to increase. Program attendance is down a bit, but is expected to increase for the summer reading program.
 - d. Staffing update: Lori is looking to re-configure staffing schedules and has made some temporary adjustments. She will then determine the needs for the vacant position. She has also conducted staff reviews. Lori nominated Betsy Mahoney for the Bow Rotary's Service to Community Award.

- e. Staff professional development: Lori is organizing a Digital Summit for NHLA. Two other BFL staff members will attend the Summit. Lori will also be a panelist discussing social media at the upcoming NHLTA Conference.
- f. Building maintenance: The sprinkler test has been done. Window washing, AC maintenance, boiler service and carpet cleaning are scheduled. There were problems with a toilet, but the toilet was fixed.
- g. Library Computer Upgrade to Windows 7/Windows Server 2008: Lori presented a proposal to upgrade computer software. The upgrade is needed because Microsoft is ending support for our present software. The cost for the upgrade is \$3,336. Lori says she has some money in the following areas to cover the expense: Electricity, Library Supplies and Computer Maintenance. Ann moved, and Mark seconded, and the trustees approved giving Lori the authority to go ahead with the upgrade.

7. Old Business

a. Lower Level renovation

- 1. Building Committee update: Ingrid reported that the committee had interviewed five potential fundraisers and had narrowed the number to two: Rick Blaine and Leah Shuldiner. The committee recommends that, at a joint meeting with the trustees, the trustees meet with these two candidates and choose one of them. Ingrid will let the trustees know some potential meeting dates. The trustees discussed the need to pay the fundraiser before money is raised for the project and they talked about possible sources for this money. Ingrid reported that the Friends said that they could donate \$4,000.
- 2. How to proceed with the 2012/2013 warrant article monies: The Building Committee wants the trustees to figure out the next steps for working with these funds.
- 3. CD monies: Lori will research where the money for the CDs originated. She will also contact the town attorney about whether we need to do an RFP for the architectural design.
- 4. Library parking update: none.
- 5. Other: Lori suggested the need for a web page for the lower level project. Ingrid will put this on the next meeting's agenda. The committee meets on Monday, May 14, 2012.

8. New Business

- a. Closing the library for carpet cleaning: Ann moved, and Ingrid seconded, and the trustees voted to approve closing the library at 2 p.m. instead of 4 p.m. on Saturday, May 26 for carpet cleaning.
- b. Proposal from attorney Lisa Lee to review library policies: This was tabled to the June meeting.
- c. Proposal to purchase a smart phone app from Fanggle: Lori presented this proposal, noting the increased use of smart phones and apps. The app would allow smart phone users to access the catalog, reserve books, etc . Lori negotiated a deal for \$500 for a six-month trial. Statistics to determine the popularity of the app

would be collected. The library does not have to sign a contract. Ingrid moved, and Mark seconded, and the trustees voted to give Lori the go ahead with this project.

The next meeting is June 13, 2012 at 5 p.m.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,
Ann Hoey, Secretary