

Baker Free Library  
Board of Trustees Meeting  
March 13, 2013

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:31 pm. Also present were Ann Hoey, Mark Leven, Ingrid White, and Library Director Lori Fisher. Lisa Richards was absent.
2. Minutes. The minutes of February 20, 2013 were reviewed. A spelling correction was made, and Ingrid moved to accept the minutes of February 20, 2013, Mark seconded, and the minutes were approved.
3. Treasurer's Report.
  - a) The February 2013 monthly report was reviewed. Lori explained that the benefits line was higher because of changes in personnel. The higher benefits line is offset by the decreased part-time wages line. Mark asked about the Baker collection and its preservation. Lori says that she checks it weekly, and she plans to send another staff member to NEDCC to learn preservation techniques. Ann moved to accept the February 2013 monthly budget report, Mark seconded, and the report was accepted.
  - b) The February 2013 RSA & Special Expenditures Report was reviewed. Ingrid moved to accept the February 2013 RSA & Special Expenditures Reports, Tom seconded, and the February 2013 special expenditure report was approved.
  - c) Donations--None were made for the month, but Lori reported that the family of Gertrude Page, who recently passed away, would like donations to be made to the library in her name.
  - d) Approval of H.L. Turner bill--Lori reported that H.L. Turner had not received the last two payments authorized by the Library Trustees. Tom will call the Trustee of the Trust Funds and request payment of two past bills.
4. Director's Report.
  - a) February 2013 statistics: Circulation has increased, but computer usage and program attendance are down. Lori attributed the decrease in computer usage to the increasing use of smart phones. Ann asked that teen program attendance be broken out from children's program attendance.
  - b) Town department heads meeting: Lori reported that the Town's renaming of roads will begin in July. Lori volunteered to make the necessary address changes in the library database to patrons affected by the renaming without asking patrons to come in and do the change themselves. The Bow Police Department will conduct a "scenario training," which will involve the library, at the Merrimack Savings Bank in April. The Police Department is moving forward with unionizing.
  - c) PLA Leadership Academy: Lori reported on her week in Chicago, which she said was very worthwhile. She learned about focusing on asset-based leadership,

and she will begin work on a communication piece after town meeting. She hopes to recruit two other town leaders to work with her on this tool.

d) Professional development update: Betsy's leadership workshop was cancelled and Lori plans to find another event for her to attend.

e) Upcoming classes/events update: Lori reminded us of the online calendar, which lists library events in March and April. She also reported that the library will be offering classes on electronic devices at White Rock and that the library is coordinating a series of workshops at the high school on job searching. Bow Mills Methodist Church invited community leaders to attend a meeting on March 14 at 8 am to discuss the community's responsibilities to its children. Jenny will attend the meeting on behalf of the library.

#### 5. Old Business

a) 2013/2014 Town Budget: The trustees discussed the roles they would take and talking points for presenting the budget and warrant article at the town meeting that evening.

b) Lower Level renovation

1) Status update from H.L. Turner--The architect provided trustees with a packet of updated designs and other information.

2) Building committee update--The committee still needs to make more phone calls to set up interviews.

3) Foundation creation progress--Terry Knowles is scheduled to come on April 17. Ingrid will email foundation members about the meeting.

4) Feasibility study update--Trustees agreed that it would be helpful if Leah Shuldiner could attend the meeting on March 27 and give everyone an update. It would be helpful to establish a timeline and a list of tasks that need to be done.

c) Trustee by-laws revision review--The trustees reviewed the draft of the proposed revision. Mark moved to accept the draft by-laws, Ingrid seconded, and the by-laws revision was accepted.

6. New Business: none

7. Public Comment--none

8. Meeting dates:

**Special Trustee meeting date: Wednesday, March 27, 2013 at 5 p.m. in the Meeting Room**

**Regular Trustee meeting date: Wednesday, April 10, 2013 at 5 p.m. in the Meeting Room.**

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

Respectfully submitted,

Ann Hoey

Secretary