

**Baker Free Library  
Board of Trustees Meeting  
August 19, 2009  
Minutes**

**1. Call to Order:** The meeting was called to order at 4:35. Present at the meeting were Colleen Haggerty, John King (acting chairperson), Tom Ives (arrived at 4:38), Lisa Richards, Elizabeth Foy (on telephone starting at 4:40), and Library Director Lori Fisher.

**2. Meeting with Town Finance Director Bob Levan:** Bob shared history on how the library operating account has been treated as an RSA account by the town, and needs to be changed to show the account as an operating fund in the town budget. Bob stated there is \$16,029.27 in the library budget accumulated after several years ending on June 30, 2009. Bob thanked Lori and the trustees for their ongoing cooperation in working with the town on budget issues.

**3. Approval of Minutes:** Minutes from July meeting were approved on a motion by Tom, seconded by Lisa, and passed 3-0, after one minor change was made.

**4. Treasurer's Report**

**a. Monthly Budget Summary:** Monthly budget report as of 7/31//09 was reported on by Tom. Expenses for the month were at 5.74%. Motion by Lisa to accept the report, seconded by John, and motion passed 5-0.

**b. Special Expenditures Account:** Report on June and July expenditures was reported by Colleen. Balance is \$41,290.49 including Gates Grant Fund. Motion by Tom to accept the reports, seconded by Lisa, and motion passed 5-0.

**c. Donations:** There were none for July.

**d. Bank Issues:** Lori is having difficulty accessing necessary bank information, and needs a letter from Tom or Colleen allowing her access to account interest information. Lori also needs Elizabeth to add her name for approval to access the safe deposit box.

**5. Director's Report**

**a. New Staff:** Katie Klaiber left last week to attend college in South Carolina. Lori interviewed for the PM circulation assistant position, and would like to hire Anya Bottcher. This was approved on a motion by John, seconded by Colleen, and passed 5-0. Molly Milazzo will also be leaving at the end of August for college, and Beth Titus will take her hours. Jenny Erickson has requested to take 3 weeks off in May by rolling some vacation hours forward. This was approved on a motion by Lisa, seconded by Colleen, and motion passed 5-0. December 25 and 26 will be holidays this year. This was approved on a motion by Tom, seconded by Lisa and motion passed 5-0.

**b. Federal Stimulus Employee and Saturday Hours:** Lori received approval for participation in the NH Workforce Opportunity Council to hire a 20 hours per week employee for the next 12 months, starting September. This would allow expansion of library hours to 10:00 – 4:00 on Saturdays and provide Thursday coverage. Lori has found a woman in Pembroke who is interested. Motion to expand hours on Saturdays was approved on a motion by Tom, seconded by Colleen, and passed 5-0. Motion to hire new staff person via this program which is funded by federal ARRA funds was approved on a motion by Lisa, seconded by Tom, and passed 5-0.

**c. Roof Inspection and Drain Cleaning:** Drains were cleaned by library staff and maintenance staff. Fire department inspection was done with no problems reported. Fire extinguisher training will be done in September with appropriate staff by Lori.

**d. Library Online Presence:** A new blog will be created as a reader's advisory, and will include blogs by library staff and trustees beginning in September. A facebook will also be created next week.

## **6. Old Business**

**a. Telephone Vendor Change Approval:** Bayring can not provide a DSL line, but the library would save approximately \$40 per month by switching to Bayring. Motion by Tom, seconded by John, and approved 5-0 to change telephone company vendor.

**b. Computer Hardware Upgrade:** Three quotes have been received for the proposed computer hardware purchase. Lori presented a suggested purchase plan for the hardware totaling \$15,407.48 plus shipping and handling. Motion passed to purchase the hardware, on a motion by Colleen, seconded by Lisa, and passed 5-0. Lori also recommends that Peter Bailey be hired for approximately 60 hours to do the hardware installation and network configuration at a cost of \$85.00 per hour. Motion passed to approve up to \$5,100 for this, on a motion by Tom, seconded by John and motion passed 5-0.

**c. Purchase of Furniture for Library Entrance:** Lori suggested waiting on the furniture purchase until some collections moves are made within the library.

**d. 2010/2011 Library Budget:** Lori has begun development of the budget and will present at the next trustees meeting in September.

**e. 2009-2014 Long Range Plan Draft:** Lori has consolidated the strategies and top goals and presented a plan which trustees need to review and be prepared to finalize at the September meeting.

## **7. New Business**

**a. Personnel Nonpublic session:** Session began at 6:05 on motion by Colleen, seconded by Tom, and passed 4-0. The session ended at 6:15.

**8. Next Meeting:** Next meeting is September 9, 2009, at 4:30 PM.

**9. Adjournment:** The meeting was adjourned at 6:20, on a motion by Tom, seconded by Colleen, and motion passed 4-0.

Respectfully submitted,  
Lisa Richards, Secretary