

Baker Free Library monthly Trustees' Meeting  
Wednesday, December 10, 2014

1. Call to Order: Ann Hoey called the meeting to order at 5:00 pm. Also present were David Withers, Tom Ives, and Paris Awalt.
2. Welcome to David Withers, new Library Trustee. David shared his background with Tom, the Trustees shared their backgrounds with David.
3. Review/Approve November 12, 2014 draft minutes Ann moved to accept the draft minutes, Dave seconded, the motion passed, and the minutes were approved.
4. Treasurer's Report
  - a.) November 2014 general account. Tom noted there seemed to be no irregularities. Anticipation that there will be a substantial savings in heating costs with the new heating system. It was noted that grounds maintenance is a year round budget item. There has been a recent increase for building maintenance costs due to recent problems with the toilets and blockages. Dave motioned to accept the monthly budget report, Ann seconded, all were in favor, and the motion passed.
  - b.) November 2014 RSA & Special Expenditures Reports and Monetary Donations: No irregularities were noted. Ann moved that the Trustees accept the \$100 donation from the Forrest family, Paris seconded, all were in favor, the motion passed. Tom made a motion to accept the Special Expenditures report for November, Ann seconded, all were in favor, the motion passed.
5. Old Business
  - a.) Oil to gas conversion—is finished and thermostat controls have been adjusted by Elliot Controls. All is well now.
  - b.) Elevator estimates/new stairway estimate  
The current code calls for two egresses—we could use the south street stairs as the coded egress. Ann spoke with Ross Mortimer of Cobb Hill. The current bid is based on a phasing technique. The project has been broken into two phases—the first is 195K, and the second phase would be 336k. The project start to finish would be 531,236K. The first phase includes more than the addition of the stairs to the elevator bid. The size of the elevator shaft does need to be changed because in the plans the access point of the door is shifted. The size of the elevator will also need to be bigger due to code. The Trustees decided that this discussion should be continued in the next combined Lower Level Renovation Committee and BFL Foundation meeting.
  - c.) Review Kate Hamel resume. Discussion of the merits of having a facilitator, some of which would be to clarify roles, goals, and the most effective way to maintain board cohesion. Tom offered he has had a good experience on other boards when a facilitator comes to work with the board. Tom reflected on the multiple library trustee hats that we are each wearing as volunteers, and that a facilitator could be useful and helpful. Ann will call the potential facilitator to learn what the fees will be.

d. Fundraising update

1. 100 for \$100—may be extended past 12/31/14

2. UMC Parking agreement--Tom met with the trustee of the church. The Automobile Association is concerned about the pathway between the two facilities. There is concern about liability. A physical pedestrian crossing will be a moot point as the Automobile Association will not be currently creating a pathway to walk to overflow church parking. Discussion of approaching the town to discuss the parking situation. Tom will follow up.

6. New Business

a.)Warrant Article revision. Jill Hadaway asked the Trustees to reconsider the proposed warrant article—to shift to 50K. Tom made a motion to amend the warrant article to raise and appropriate the sum of \$50, 000 to be added to the Lower Level Capital Reserve Fund previously established. Dave seconded. The motion passed unanimously.

b.)Replacement toilets in both public bathrooms. The Trustees decided to clarify with Lori the expense for replacing the toilets and how much was covered by the toilet recall.

c.)New graphic signs have been placed in the bathrooms to discourage those who cannot read from improperly disposing of items in the toilets. Such incorrect disposal has led to an increase in building maintenance costs due to the need to unplug the toilets.

d.)The library accountant Abe is concerned about the requirements of the Affordable Care Act and its impact on payroll and believes that the town should take over the payroll. Ann shared that many libraries in the state have their respective towns do the payroll. The board will ask Lori to discuss the impact of the requirements of the Affordable Care Act with the town after she returns from vacation. Lori will also clarify with the Abe if he would like to give up the payroll. Tom will now begin signing the payroll each week.

7. No public comment

8. Ann made the motion to adjourn, Dave seconded, the motion carried and the meeting adjourned at 6:08 pm.

The next REGULAR Trustee Meeting will be Wed. 01/14/2015 at 5 p.m. in the Meeting Room.

The meeting with Terry Knowles, NH Dept. of Charitable Trusts, with the BFL Foundation, Friends, and Lower Level Renovation Committee is scheduled for Wednesday 01/21/2015 at 6:00 pm in the Library's meeting room.

Respectfully submitted,  
Paris Awalt  
Secretary

