

Minutes

Baker Free Library Monthly Trustee Meeting

Wednesday, January 10, 2018

Library Welch Meeting Room 5:15 PM

DRAFT

Present: Christine Carey, Benette Pizzimenti, Peirce Hunter, David Withers (by phone, out of state), Marc Van De Water, Lori Fisher

1. Call to Order at 5:17 by CC
2. Review/Approve December 13, 2017 draft minutes
Three minor corrections made by LF. Move to accept minutes as corrected made by PH, second by CC. Passed.
3. Treasurer's Report. Presented by LF
 - a. December 2017 General Account: Spending is on track for half way through the fiscal year. Move to accept by PH, second by BP. Passed.
 - b. December 2017 RSA and Special Expenditures: Spending was for regular expenses. No discussion. Move to accept by BP, second by PH. Passed.
 - c. Approval of Giving Tree donations: a total of \$1690 was received via Giving Tree in December 2017. This includes \$210 for museum passes. Move to accept these donations made by PH, second BP. Passed.
 - d. Foundation Update: Informational only. The Foundation raised \$16695 for the Endowment Fund in 2017.
4. Director's Report. Presented by LF
 - a. 2017 Stats Summary: Circulation was about the same as last year, only about a 1% change. Use of electronic resources (HOOPLA, Overdrive, Transparent Language) is increasing. Computer usage was down for the year as a whole, but up in the last 3 months of the year. Program attendance has increased. For example, a second Family Story Time has been added to accommodate numbers attending.
 - b. Department Head Meeting: On Jan 8 the Town published the Community Building Status Report. The recommendation that the building be torn down was discussed with respect to how it may impact the Library (for instance, increased use of public areas to accommodate programs formerly held at the community center).
5. Old Business.
 - a. CC reviewed the most recent Board of Selectmen and Budget Committee Minutes. PH will review these minutes for the next Trustees meeting.
 - b. 2018/2019 Budget Process. The Trustees will meet with the Budget Committee on January 25, 2018 at 5:30 PM at the Library to discuss next year's budget.
 - c. Electric Supplier: LF is looking into alternate electricity suppliers to potentially lower costs. No plans to change from current supplier at this time since cost is competitive.

- d. Long Range Plan: The draft Long Range Plan was presented and discussed. Minor grammatical corrections were made in the document. Move to approve the Long Range Plan was made by DW. Seconded by PH. Passed. It was noted that the Plan calls for systematic quarterly review by the Trustees. This will be added to the Trustee calendar.
 - e. Mission Statement: The proposed Mission Statement was presented and discussed. Move to adopt the Mission Statement as written was made by PH, seconded by BP. Passed.
The proposed Tag Line was also discussed. Will continue this discussion at the February 2018 meeting.
 - f. Annual Calendar. The calendar was distributed and updated.
 - g. Trustee Position: One 5 years (2018-2023) Trustee position will be up for election in March 2018. Candidates may file a Declaration of Candidacy at the Town Hall between January 24 and February 2, 2018.
6. New Business
- a. Trustee Report for the 2017 Town Report. The draft Trustee Report was presented and discussed. Move to accept the Report was made by BP and seconded by PH. Passed.
 - b. Director Report for the 2017 Town Report. The draft Director Report was presented and discussed. Move to accept the Report was made by PH and seconded by BP. Passed.
 - c. Trustee Meeting Date. Proposal made to change the meeting date to the second Thursday of the month was discussed. Thursday is acceptable to all Trustees. Changing the meeting day will require a change in the Trustee By-laws. The change will be discussed and voted on at the February meeting.
 - d. Board Ethics Policy: The policy was presented and discussed. Move to adopt without changes made by MVDW, seconded by BP. Passed.
 - e. Trustee and family members as Volunteers Policy: the policy was presented and discussed. Move to adopt the policy made by PH, second by MVDW. Passed.
 - f. Into the Light request for October 2018 meeting room use. The Into the Light organization would like to use meeting rooms outside regular Library hours for an event on October 7, 2018 from 6 AM to 9 AM. This group used the Library in October 2017 for an event. The group used the Library responsibly and left the facility spotless. Motion to approve the request for meeting room use by Into the Light on October 7, 2018 from 6 to 9 AM made by PH, seconded by MVDW. Passed.
 - g. The Trustees watch the video "Library Advocacy"
7. Public Comment
- a. There was no public comment
8. Move to Adjourn at 7 PM by MVDW, second by BP. Passes

Next Meeting February 14, 2018 at 5:15 PM in the Library Upstairs Meeting Room