

Baker Free Library Trustees' Meeting
Wednesday, April 12th, 2017
5:15 pm in the Library's Upstairs Meeting Room
DRAFT

Present: Marc Van De Water, Benette Pizzimenti, Christine Carey, Peirce Hunter, Dave Withers, Lori Fisher.

Call to Order: 5:17 pm by Dave Withers.

Introduction of New Library Trustee: Marc Van De Water is introduced and welcomed as the newly elected trustee.

BFL Foundation: Mark Leven was scheduled to come in and talk to the trustees about the next steps for the Foundation, but is unable to make it. Lori indicated he is planning on discussing the Foundation's intentions of working towards an endowment fund, annual giving campaign, and a bequest mechanism.

By-laws Review/Revision: Dave recommended to the group that we should change the elected trustee officer positions of two co-treasurers to one treasurer. This was made a "co-treasurer" position four to five years ago when the lower level fundraising was at its peak and the then-treasurer needed help due to time constraints. Marc moved to change the treasurer position from "two co-treasurers" to "treasurer." Marc also moved to change all references to chair/chairman/president of the trustees to be "chairperson" for consistency. Chris seconded, and the motion was approved.

Election of Officers: Chris Carey volunteered for chairperson, Dave Withers volunteered for Treasurer, and Peirce Hunter volunteered for Secretary. Marc and Benette will be Members-at-large. Marc made the motion to accept the positions as noted above, Benette seconded, and the officers were elected.

David Withers then moved that Christine Carey (Chairperson), David Withers (Treasurer), and Shelton Anderson (Book keeper) be the sole persons authorized as signatories for the Baker Free Library accounts #1004123, #1012355, and #5014425 at the Merrimack County Savings Bank. The motion was seconded by Marc Van De Water, and passed unanimously.

Minutes: The minutes from the public hearing held by the Trustees at the Baker Free Library on March 27th, 2017 were reviewed. Peirce moved to accept them, Chris seconded, and the minutes were approved. The draft minutes from the Trustee meetings on March 8th and March 27th, 2017 were reviewed. Peirce moved to accept both minutes, Benette seconded, and the minutes were approved.

Treasurer's Report:

- a) March 2017 General Account Reports – Dave reviewed the general account reports. He noted that we are three-quarters through the year and that bottom line

- we are right on target. Maintenance is off a little because of the lower level expenditures, and DVD expenses have not been reimbursed from the RSA account so that number is off, but overall the budget is balanced out. Chris moved to accept the account, Peirce seconded, and the account was approved.
- b) March 2017 RSA & Special Expenditures Reports – Dave reviewed the reports. He noted the normal intake of monies for coffee and some suncatcher purchases in the special expenditures account, as well as \$15,000 coming in from the Foundation that will be noted to have gone out to Cobb Hill in the upcoming April account. The RSA account has the usual activity, including \$9.72 in credit card fees, as well as the final bill paid to HL Turner in the amount of \$1494.14. Benette moved to accept the accounts, Peirce seconded, and the accounts were approved.

Director's Report:

- a) March 2017 Stats Summary – Lori summarized the stats for the library for March. Overall the statistics are down a little compared to this time last year, but not a lot. As expected, there continues to be a big decrease in CD music. The library is looking into a downloadable product. Lori will also be adding statistics about meeting room use now that the lower level is finished. There is discussion about increasing teen use of the library, and Lori noted that there will be a new Reach Coordinator at the Bow middle school which will help. The trustees and the staff will continue efforts towards outreach in this area.
- b) Department Heads Meeting Update – Lori reported that the Birchdale Rd. bridge repair is looking to be starting late summer or fall this year. She also noted that the Bow Rotary has compiled a new welcome packet for new residents to Bow including information about the town which will be available at the town clerk's office and here at the library. Finally, Lori reported that the Public Safety building project is moving along as expected.
- c) Update on Payroll Transfer to the Town – Lori told the group she met with Jeff Ruggles from the town. The library has switched to weekly rather than bi-weekly time sheets to facilitate the payroll transfer, as the town pays on a weekly rather than the bi-weekly schedule that we used. The actual switch will be in June/July. We will still have direct deposit. Dave asked if he or the town treasurer will have to sign the checks that are not directly deposited. Lori will check with the town. Lori also noted the library's tax ID number will then be discontinued and will fall under the town's tax ID number.
- d) Staff Professional Development – All staff except Betsy will be going to the NHLA conference either May 4th or 5th. Betsy and Lori will be attending the Primex conference on May 10th and 11th.
- e) Regularly Scheduled Trustee Meeting – Because the next trustee meeting overlaps the Primex conference, the trustees decided to change the date of the next meeting to Tuesday, May 9th so Lori will be able to attend.
- f) Summer Reading Program – Lori reported that the summer reading kick-off will be Friday, June 23rd, 2017, from 4 to 7 pm.
- g) Ancestry.com – Lori has requested that Dunbarton Library, which has Ancestry.com, give interested Bow residents access to that website, in reciprocity

for our giving Dunbarton children who attend Bow schools library cards. We will give Dunbarton children access to our library regardless of the outcome, but are hopeful. The website was purchased by the Dunbarton Historical Society, so we are waiting for a response from them.

- h) Publicity – Lori noted that the library renovations were featured in the Concord Monitor’s April 11th edition of the Insider.

Old Business:

- a) Revised Meeting Room Agreement – Lori presented the revised meeting room agreement, noting that she will be including a parking PDF map for clarity. There is a discussion among the group about how to handle meeting room clean-up and fees. Things will remain unchanged for now, and Lori will collect stats regarding meeting room use and staff feedback so the trustees can review going forward.
- b) Long-Range Plan 2018-21 – Lori requested that two trustees work with Lori on developing a process and timeline for drafting our next long-range plan. Peirce and Chris volunteered. We hope to finalize the plan within six months.
- c) Lori’s Annual Review – Lori Fisher’s annual review will be done before the end of the fiscal year. Dave and Chris will initiate the review and bring it to the trustees in private session after our May 9th meeting for discussion. Lori will prepare her self-evaluation by June 1, and then meet with Dave and Chris.

New Business:

- a) Friends Update – Chris reported that the Friends have an upcoming meeting April 18th. At the last meeting the Friends decided to discontinue the clothing sale due to the disparity of effort put out compared with money brought in. They are considering other fundraising possibilities, including a raffle. The book sale is set up and open, and the Tardis is in place. At the next meeting the Friends will discuss adding electronic games to the book sale.
- b) Request to use the Lower Level by Alex Saffian – Lori told the group that Alex Saffian, who is a Concord resident but belongs to the Bow boy scout troop, requests to use the lower level for his Eagle Scout Court of Honor. Alex was the scout who did the Tardis for the Friends of the BFL. Benette made a motion to allow Alex use of the library’s lower level for his Court of Honor, Marc seconded, and the motion was approved.
- c) By-laws Revisited – There was a discussion about changing the by-laws further to confirm that members can “attend” a meeting electronically, if needed. Marc made a motion to change the by-laws regarding attendance to state that a board member can attend a trustee meeting by phone or other electronic means as long as they give forty-eight hours notice to the chairperson. Chris seconded, and the motion was approved.

Public Comment: There is no public comment.

Meeting Adjourned: 6:30 pm.

The next regularly scheduled meeting of the Trustees is Tuesday, May 9th, 2017 at 5:15pm in the Library's Upstairs Meeting Room.

Respectfully submitted,
Christine Carey