

**Baker Free Library Trustees' Meeting**  
**Wednesday, December 13th, 2017**  
**5:15 pm in the Library's Upstairs Meeting Room**  
**APPROVED**

**Present:** David Withers, Marc Van De Water, Christine Carey, Peirce Hunter, Lori Fisher.

**Call to Order:** 5:10 pm by Christine Carey.

**Treasurer's Report:**

- a) November 2017 General Account Reports – Dave reported we are on track for our budget. There were no outlying expenditures. Marc made a motion to accept the account reports, Chris seconded, and the reports were accepted.
- b) November 2017 RSA & Special Expenditures Reports – Dave noted in the special expenditures \$317 for the Bow HS yearbook, and \$318 for leaves for our donor tree. Also, \$2,237.14 came in which included passport fees and meeting room rental receipts. Marc moved to accept the RSA and special expenditures reports, Chris seconded, and the reports were accepted.
- c) Approval of a Donation – In November the library received a matching gift of \$100 from Allegro Microsystems, which matched a donation from the Forrest family in October. Dave moved to accept the donation, Marc seconded, and the donation was accepted.
- d) Update on the Foundation 2017 Endowment Campaign – Lori reported that from 42 donors we grossed \$14,955, which will be about \$14,900 after on-line fees. Our goal was \$10,000. There will be a final push after Christmas, and then thank yous will be done. The Foundation is planning on meeting in January to finish setting up its website and plan how to invest the endowment.
- e) Request from Bow Finance Office – The Town of Bow will do our W-2 reporting for this year, and they are requesting that the library trustees approve their on-line wage reporting through the Social Security on-line service for employers with less than 50 employees, using our library tax id. Marc made a motion to approve this, Dave seconded, and the motion was approved.

**Director's Report:**

- a) November 2017 Stats – Lori revised the stats summary so it now includes the number of patrons, the number of materials in the collection, and a breakdown of our electronic collection circulation. This will mean we will be able to track Hoopla usage and costs. Lori noted that under the program attendance stats that teen attendance was markedly up because the library is going into the schools to do various programs, and that attendance is counted.
- b) Department Heads Meeting – the meeting was cancelled.
- c) 2018 Employee Evaluation Schedule – Lori told us that she has set a schedule to ensure regular employee evaluations, with one staff a month being annually

evaluated within 2 months of their start date. The first will be Deb Barlow's evaluation in January 2018.

- d) 2017 Holiday Closure Reminder – The library will be closed on Christmas day and the day after, as well as New Year's day.
- e) 2018 Holiday Dates Approval – Lori asked the trustees to approve the following holidays for library closure: Monday, November 12, 2018 (Veteran's Day) and Monday, December 24. Marc made the motion, Dave seconded, and the motion passed.
- f) Bow Community Talent Outreach – Library staff have reached out to the community on-line and on Facebook looking for people willing to share their expertise that can be used in future library programming. She has gotten a good response.
- g) Employee Vacation Roll-over – Betsy would like to roll-over 20.2 vacation hours into next year. Marc made the motion to okay this, Dave seconded, and the motion passed.
- h) Electric Supplier Rate – Lori, while reviewing our maintenance costs related to our new lower level, discovered that we were unknowingly rolled into the Town of Bow's electric supply over the past year, which is run by Constellation. This means she could not get the electric rate we are currently paying because she is not authorized. Also, since the contract ended December 5<sup>th</sup>, the Town does not know the current electric rate, either. Lori is seeking out rates from alternate providers, in case we can do better than the Town's rate. Two years ago the library got \$0.071/kWh, but now Lori has gotten a fixed rate quote for a year of \$0.093/kWh. Unitil will not do a fixed rate quote unless the contract starts Dec. 1 or June 1; it will only do variable rates for us now. After discussion it is agreed that we will continue with the Town until we can find out what rate we are paying, what rate the Town will be paying in its future contract, and whether we should contract individually or through the Town. We will review this again at our January meeting. Marc suggested that we investigate solar and will send Lori some information.
- i) BFL Policy Review – Lori has set up a policy review matrix which she shared with the trustees. The policies highlighted in yellow need to be created, those in blue need to be reviewed, those in beige need to be reviewed less urgently, and those in white are complete for now.

**Minutes:** The minutes from November 8, 2017 and November 20, 2017 were reviewed. There was one date correction. Marc made a motion to approve both sets of minutes as amended, Dave seconded, and the minutes were approved.

**Old Business:**

- a) Update 2018/19 Budget Process – Lori reported that the Board of Selectmen thanked us for our withdrawal of two of our warrant articles. The Budget Committee will be getting together soon to review the budget as submitted by the Select Board. There is discussion about possibly demolishing the community building and costs related to that.

- b) Meeting Room Agreement Revision – The group reviewed the Non-Profit and For-Profit meeting room agreements. There were some adjustments to the language regarding the library’s “non-sponsorship” status for both groups, and around the clause regarding liability and waivers. Marc made a motion to accept the new policies as amended, Dave seconded, and the policies were accepted.
- c) 2018-2021 Long-Range Plan Draft Review – The group reviewed and discussed the long-range plan in detail, including feedback from Benette who communicated with Chris as she was not able to be present. There were no major substantive issues. Lori will further edit the document and we will review the final draft at our next meeting.

**New Business:**

- a) Pre-payment by Yoga NH – Yoga NH would like to pre-pay for reserved teacher training days in 2018, which would be about \$2315. The question is how to handle possible refunds if there are unused dates. It is decided to add to the For-profit meeting room agreement a line about needing 30 days notice for a full refund. Also we will add a \$25 returned check fee.
- b) Mission Statement – This discussion will be postponed until next meeting.
- c) BFL Trustees Annual Calendar – Lori created an annual calendar for the trustees that will help us keep track of important events, such as Budget Committee presentations and our policy review schedule. She will post it on Google Docs so we can all access it, and Chris will add the recurring information to the Google Calendar. Lori would like to set up a rotating schedule of trustees assigned to review the minutes of the various town boards each month (such as the Budget Committee, the CIP Committee, the Select Board, and possibly the School Board) so we can stay informed. Chris volunteered to do it for next month.
- d) Emergency Closing Policy Review – The group reviewed the revised emergency closing policy. Peirce moved to accept the policy, Marc seconded, and the policy was accepted.
- e) 2017 Trustee Report for the Town Report – This is due mid-January by the Town. Lori requested that it be given to her by January 1 so we can review it as a board on our next meeting. Peirce will write it up.
- f) Short Takes #3 Video and Discussion – the trustees watched and briefly discussed the third in the Short Takes series for Trustees which was about Board Ethics.

**Public Comment:** There is no public comment.

**Meeting Adjourned:** 6:45 pm

The next regularly scheduled meeting of the Trustees is Wednesday, January 10<sup>th</sup>, 2018 at 5:15pm in the Welch Meeting Room.

Respectfully submitted,  
Christine Carey