

Baker Free Library Trustees' Meeting
Tuesday, May 9th, 2017
5:15 pm in the Library's Welch Meeting Room
Approved

Present: Marc Van De Water, Benette Pizzimenti, Christine Carey, Peirce Hunter, Dave Withers, Lori Fisher. Mark Leven was present from 5:50-6:10 pm for a presentation regarding the BFL Foundation.

Call to Order: 5:15 pm by Christine Carey.

Review/Approve Draft Minutes: The draft minutes from the April 12, 2017 Trustee meeting were reviewed. Dave noted that the accountant's name was misspelled. Chris will correct it. Benette made a motion to accept the minutes as corrected, Dave seconded, and the minutes were accepted.

Treasurer's Report:

- a) April 2017 General Account Reports – Dave reviewed the general account reports. He noted that we are 83-84% through the year and that bottom line we are right on target. Chris moved to accept the account, Marc seconded, and the account was approved.
- b) April 2017 RSA & Special Expenditures Reports – Dave reviewed the reports. He noted the normal intake of monies for coffee and a suncatcher purchase in the special expenditures account, as well as \$15,000 going out to Cobb Hill, and \$58.05 going to W&E Baum. Chris moved to accept the accounts, Benette seconded, and the accounts were approved.
- c) Final invoice – Cobb Hill – Lori explained we received the final bill from Cobb Hill for \$1737.04 for grass seed and straw application. She suggested that we pay this bill as well as the Arcomm and Triplet invoices out of the general fund rather than the RSA, to leave us some cash in the RSA. After those bills are paid, we would have about \$13,259 in the general fund. Dave moved to pay the Cobb Hill invoice out of the general fund, Benette seconded, and the motion was passed.
- d) Arcomm and Triplet Invoice Payment – Lori suggested that we pay both the Arcomm invoice in the amount of \$4846.37 for wiring in the media center, and the Triplet invoice in the amount of \$4187.00 for computer maintenance, out of the general fund. Chris made the motion to pay those invoices as Lori suggested, Marc seconded, and the motion was approved.
- e) W&E Baum and Harpswell House Invoices – Lori noted that the W&E Baum invoice for leaves has already been paid in the amount of \$58.05 out of the RSA account, but she needs our approval to request reimbursement from the Foundation. Chris made the motion to request the Foundation for reimbursement, Dave seconded, and the motion passed. Lori also asked that we approve the expenditure of \$536.26 out of the Special Expenditures Fund for the payment of the Harpswell House invoice for plaques, and the subsequent request to the

- Foundation for reimbursement. Benette made that motion, Peirce seconded, and the motion was approved.
- f) Town of Bow Police Detail Invoice – Lori noted that the Foundation is covering this cost, so no action needs to be taken.
 - g) Safety Building Brick Order – Chris noted that there is a fundraiser for the Safety Building where you can buy a brick to support the project. She made a motion that the library buy one in the amount of \$100 with the name of the library on it. Dave seconded, and the motion passed.

Director's Report:

- a) April 2017 Statistics were presented by Lori. She noted that Library use was steady. The teen program has not been active, and the Library is working to revitalize this activity.
- b) Department Head meeting was attended by Lori. She reported that the Capital Improvement Plan Committee will be meeting in June.
- c) Transfer of payroll processing to the Town is scheduled to take place on July 6, 2017. Lori is preparing the staff for the introduction of new time sheets.
- d) The Library Insight meeting room software will be running by June 1, 2017. Staff are being trained in the software's use, and the public website is being updated.
- e) Lori and Betty will attend the Primex conference on May 10 and 11, 2017.
- f) Summer program t-shirts are for sale to benefit the Library's summer reading program.
- g) Passport Acceptance Facility—Lori recently learned that a library may be a Passport Acceptance Facility. The library staff may be trained to accept passport documents, check for their completion, and submit them to the US Government Passport Office. This service would be offered on an appointment basis so that library operations would not be interrupted. The library will earn \$25 for each passport processed. This would be an additional source of income for the library. Marc asked Lori to look into the cost of purchasing equipment so that the library may also offer to take passport photos.

Old Business:

- a) Heating Controls--Elliot Heating will submit the specifications for updating the heating controls by the June Trustee meeting. The work will be done in August or September 2017.
- b) Bylaws Revision—Changes to the bylaws proposed at the April 2017 meeting, and written in red ink on the “Baker Free Library Board of Trustees By_Laws, Revised by the Baker Free Library Board of Trustees 4/12/2017” given to the Trustees this evening, were discussed. A motion was made by Hunter to accept the revisions as written, seconded by Van De Water. Motion passed unanimously
- c) Benette Pizzimenti suggested that By Laws paragraph V. Budget be amended to reflect that the Library fiscal year is July 1 to June 30. This language will be added to the By Laws and will be voted on at the June 2017 meeting.

- d) Meeting Room Statistics were reviewed by Lori. The rooms are already being well used, and reservations are increasing. The new meeting room booking software will allow tracking of meeting room use.
- e) The Meeting Room Use Agreement was reviewed by the Trustees. Changes to the Agreement proposed on 4/12/2017 were submitted to the Trustees and are written in red on the revised Agreement. Item 2, the last sentence was rewritten to read “The Library reserves the right to cancel any meeting or event in the case of emergencies such as dangerous weather conditions, power outages, public restroom issues, *disruption of Library operations*, etc.” Item 7 last sentence was changed to read “For non-Bow residents/businesses or non-library card holder, the hourly fee to use the Group Tutoring Rooms or the Welch Meeting Room, *for a for-profit purpose, other than tutors*, is \$25. For Bow residents/businesses and library card holders, the hourly fee to use the Group Tutoring Room or the Welch Meeting Room is \$20. *Fees are due in advance of the scheduled meeting time.*” Marc Van De Water moved that these revisions be accepted as written. Seconded by Christine Carey. The vote was unanimous.
- f) The Long Range Planning Committee will meet on 5/15/2017 at 11 AM at the Library.

Foundation Report by Mark Leven

- a) The Foundation paid the expenses of the Lower Level reception.
- b) The Foundation will continue to be the fundraising entity for the Library. Fundraising will not be project focused, but will intend to support the Library’s long term plans.
- c) The Foundation is a 501C(3) organization
- d) The Foundation will continue to nurture relationships with people who have supported the Library. Focus will be on increasing annual giving, estate planning and bequests.
- e) Two to three fundraising events annually are anticipated. The Foundation wants to work with the Trustees to coordinate these events.
- f) The Foundation Annual Meeting will be May 30, 2017.
- g) The Foundation will be losing several members and is looking for suggestions for new members.

New Business

- a) The Library will close early on May 27, 2017 for annual carpet cleaning. Christine Carey moved to pass this motion. Dave Withers seconded. Approved unanimously.
- b) Lower Level Lighting—Stellos has submitted a quote of \$2489 to install dimmers on the Lower Level lights. Lori will approach the Foundation to see if it would be willing to cover this expense.
- c) Capital Improvement Plan—Library CIP requests were reviewed. It was tentatively decided to request
 - a. \$10000 to replenish the Library Emergency Fund to bring it back up to \$25000.

b. \$10000 to add to the Library Maintenance Fund to fund future expected expenses such as the roof, furnace and elevator.
These proposals will be reviewed and redrafted for a formal vote by the Trustees at the June 2017 meeting.

Public Comment

There was no public comment today

Motion to enter Nonpublic Session made by Christine Carey seconded by Marc Van De Water

Specific Statutory Reason cited as foundation for the nonpublic session:

 X RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

 X RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll Call vote to enter nonpublic session:	Christine Carey	Y
	Marc Van De Water	Y
	Benette Pizzimenti	Y
	Peirce Hunter	Y
	Dave Withers	Y

Entered nonpublic session at 6:56 PM

Ended nonpublic session at 7:48 PM

Meeting Adjourned at 7:49 PM

The next regularly scheduled meeting of the Trustees is Wednesday, June 14th, 2017 at 5:15 pm in the Library's Welch Meeting Room.

Respectfully submitted, Peirce Hunter.