

**Baker Free Library Trustees' Meeting**  
**Wednesday, June 14, 2017**  
**5:15 pm in the Library's Upstairs Meeting Room**

**Present:** Marc Van De Water (MVdW), Benette Pizzimenti (BP), Christine Carey (CC), Peirce Hunter (PH), Dave Withers (DW), Lori Fisher (LF).

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

**Review/Approve Draft Minutes:** The draft minutes from the May 9, 2017 Trustee meeting were reviewed. Benette noted that with respect to the non-public session the motion to enter, the reason for, and the roll call to enter the non-public session must be recorded in the minutes of the public meeting. This correction will be made. Chris Carey moved to accept the May minutes as amended. Seconded by Marc Van de Water. The motion passed.

**Treasurer's Report:** The Treasurer's Report was presented by Dave Withers.

- a) The May 2017 General Account Report was reviewed. Dave reports that the Library budget is on target for the year. No concerns were raised. Motion to accept the Report by CC, second by BP. Motion passed.
- b) The May 2017 RSA and Special Expenditures Reports were presented. No questions were raised. Motion to accept the Reports by BP, seconded by MVdW. Motion passed.
- c) Bow Rotary Community Map—The Bow Rotary is updating the community map. Lori suggested that the Library purchase a small advertisement on the map for \$100. MVdW moved to purchase the advertisement for \$100. Seconded by DW. Motion passed.

**Director's Report:**

- a) May statistics report was presented by Lori. She notes that CD, DVD and audio book circulation continues to fall as streaming becomes more popular. Lori announced that the Library will be joining Hoopla, an online service that will provide music, books, audio, comics, TV and movies to library cardholders. The anticipated start date for this service is July 4, 2017
- b) Town Department Head Updates
  - a. Employee lunch reception is on June 16
  - b. The Budget Committee has a new member, Jeff Knight
  - c. The new Public Safety Building open house will be on July 13 from 4 to 7 PM
  - d. The Town will have a surplus yard sale this fall. The Library will look through storage to see if there is anything to part with.
  - e. The Town Benefits Committee has been reconvened. Lori is a member.
- c) Payroll transfer to Town is on target to start on July 1.

- d) Insight Meeting Room Software is working and is being used by the community. Minor changes are needed to allow patrons to look to see if multiple rooms are available at any one time. Lori will look into these changes.
- e) Passport Acceptance Facility. Bow has been approved as a Passport Acceptance Facility. Training of staff is complete. The service will start on July 10.
- f) Summer Reading Program. The Summer Reading Program will kick off on June 23. Trustees are invited to attend the kick off program. A flyer about the Summer Reading Program will be distributed. Prizes children may earn have been donated by local businesses this year.
- g) Community Service Award. Lori Fisher and Tom Ives received the Community Service Award from the Bow Rotary on Jun 1.

**Old Business:**

- a) Elliot Controls has submitted the specs for the heating upgrade work to be done in August 2017.
- b) By-Laws.
  - a. Section V. Budget. The sentence “The Library’s fiscal year follows the Town’s fiscal year, which is currently July 1<sup>st</sup> through June 30<sup>th</sup>.” was reviewed. This sentence was approved by the Trustees at the May 2017 meeting.
  - b. Benette proposed that the current language in Section III, 2 describing meeting participation electronically be replaced by the following: *“Subject to RSA 91-A:2 III, and upon notice at least 48 hours in advance to the Chairperson and Library Director, a Trustee may attend a meeting other than by attendance in person, when such in-person attendance is not reasonably practical. The reason shall be stated in the minutes. Participation may be by electronic communication, telephone or otherwise, so long as the public can hear, read and discern the meeting discussion.”*  
A motion to accept this change was made by DW and seconded by MVdW. The motion passed.
  - c. Long Range Plan. CC reported on progress so far. The Long Range Plan Committee (CC, PH and LF) has met twice to set a timeline for researching and writing the plan, and to identify sources of information for the plan. The committee will meet over the summer and will present draft goals and strategies to the Trustees in August 2017, and the new Strategic Plan will be finished by December 2017. In August the Trustees will start viewing a series of library development videos made by United For Libraries.
- c) CIP Requests.
  - a. Air Conditioners. Lori will request 3 quotes from local HVAC companies to replace or repair the old air conditioners. The estimated cost is \$50,000. A motion was made to present a request for \$50,000 to

the CIP Committee for consideration in the 2018/19 Town Budget.  
Moved by CC, seconded by DW. Motion passed

- b. The Library Maintenance Capital Reserve Fund. This money is released by town vote and covers expected future maintenance. The fund currently has \$5,000. A motion was made to request \$10,000 in the 2018/19 Town Budget. Moved by CC, seconded by DW. Motion passed.
- c. Library Emergency Fund. The Trustees are the agents to expend these funds. The funds are used for emergency maintenance expenses. The fund currently has a balance of \$5,000 to \$6,000. Last year \$10,000 was requested and approved by the Town. A motion was made to request \$9,000 in the 2018/19 Town Budget to bring the fund back up to \$25,000. CC made the motion, DW seconded. Motion passed.

### **New Business:**

- a) DW presented a brief summary of the proposed I-93/I-89 Exit 1 interchange rebuilding. Three plans are being considered, which can be viewed at [www.I93bowconcord.com](http://www.I93bowconcord.com). Any construction is years away. Revamping of the interchange will have little effect on the Library, except during construction.
- b) BP and PH spoke briefly about their impressions of the NHLTA meeting in May.
- c) The Parental Permission Form for use of the Group Tutoring Room was reviewed. The following changes were made:
  - a. Item 2 “I understand that this area includes cameras that video record any and all activities in the Group Tutoring Rooms, and those recordings will be kept for 30 days unless there is an incident or questionable behavior within that time frame.”
  - b. Item 3 “I understand that attendees of any meeting...” was stricken.Motion to accept these changes as written was made by CC and seconded by PH. The motion passed.
- d) Bookkeeper. Abe Sheldon, the current bookkeeper, has agreed to submit time sheets and to be paid.
- e) A request was made by Sue Gagnon and the “Into the Light Foundation,” a nonprofit, (letter presented to Trustees) for use of downstairs Library rooms on October 8, 2017 from 4:30 AM to 9:00 AM. These hours are outside the times the rooms are usually available, so an exception was requested. After discussion, CC moved that the Foundation be allowed to use the Library rooms during the hours requested. MVdW seconded. Motion passed.
- f) Logos/Mission Statement. The BFL logo and mission statement are out of date. Trustees are asked to think about a new mission statement and tag line, and be ready for discussion at the August 2017 meeting.

### **Public Comment**

There was no public comment today

Non-Public Session

Pursuant to RSA 91-A:3 II, discussion of a public employee, a motion was made to enter non-public session at 6:43 PM by CC. Seconded by MVdW.

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|-----------|--------------|-----|
| Roll call | Carey        | yes |
|           | Hunter       | yes |
|           | Pizzimenti   | yes |
|           | Van de Water | yes |
|           | Withers      | yes |

Non Public Session ended at 7:19 PM

**Meeting Adjourned** at 7:20 PM

The next regularly scheduled meeting of the Trustees is Wednesday, August 9 , 2017 at 5:15 pm in the Library.

Respectfully submitted, Peirce Hunter.