

**Baker Free Library Trustees Meeting
Tuesday, September 13, 2017
5:15 PM in the Library's Upstairs Meeting Room**

Present: Chris Carey (CC), Peirce Hunter (PH), Benette Pizzimenti (BP), Mark Van De Water (MVDW), David Withers (DW), Lori Fisher (LF)

Call to Order by Chris Carey at 5:15 PM

Non Public Session. Per RSA 91-A:3,II

Motion made to go into non-public session. See non-public session minutes.

Review/Approve August 8, 2017 Draft Minutes

Three corrections were made in the Treasurer's Report:

The 5th paragraph in the Treasurer's Report will be moved to the 3rd paragraph position.

The sentences beginning "The Special Expenditures report..." will be changed to read "The RSA and Special Expenditures report..."

The month in the 6th paragraph will be changed from "June" to "July."

Motion to accept the August minutes as corrected made by CC and seconded by PH. Motion passed.

Treasurer's Report

- a) The August 2017 General Account Report was given by DW. The budget is on track for the fiscal year. CC moved to accept the report. BP seconded. Motion passed.
- b) The August 2017 RSA and Special Expenditures Report was given by DW. It was reported that passport fees have already amounted to \$775. Motion to accept the report by CC. seconded by MVDW. Motion passed.
- c) Passport monies allocation. As observed, the passport program has brought in \$775 so far this fiscal year. LF proposed that the passport monies be allocated to support electronic resources, specifically HOOPLA. A motion was made by MVDW "Net Passport Revenue will be applied in the first instance to electronic resources, subject to the discretion of the Library Director." Seconded by CC. Motion passed.

Director's Report

- a) August 2017 Library Statistics were presented with the following observations:
 - Circulation is up compared to last year
 - CD music is down 36% compared to last year.
 - Program attendance was slightly down.
 - Computer use is down compared to prior years.

- b) Town Department Head Meeting Report.
 - a. Phone numbers for all departments in the Town have changed.
 - b. The Town of Bow Draft Master Plan will be presented at a public meeting on September 19. All are invited to attend.
- c) The Summer Reading Program was a success. There was an increase in participation and circulation of materials this year compared to last year. LF will reach out to local businesses to improve the prizes to be offered next year.
- d) Upcoming Staff Professional Development.
 - a. Amy will attend the Reference and Adult Services Conference in October
 - b. Jenny will attend the Children's Library Conference in October
 - c. Kate will attend the NHLA Conference in November
 - d. Lori will attend the Primax Workshops
- e) Veteran's Day
 - a. Motion to close the Library on November 10, 2017 in recognition of Veteran's Day made by MVDW. Seconded by CC. Motion passed.
- f) Town Emergency Plan Update
 - a. Lori has been working on the Town Emergency Plans, known as the Facility Emergency Action Plan (FEAP) and Continuity of Operations Plan (COOP). FEAP and COOP inspections will be done on September 21, 2017.

Old Business

- a) The Library Draft Budget for 2018/2019 was presented and reviewed. CC moved to accept the draft budget. Seconded by PH. Motion passed.
- b) Long Range Plan. CC reported that the Long Range Planning Committee has reached out to local groups and is scheduling meetings to discuss the future of the Library. LF discussed the process of the meetings with local groups, and showed the draft of the presentation.
- c) Air Conditioning Proposal. The Library air conditioning units are old and need to be replaced. The Library has received 2 bids so far, with another expected. The bids have ranged from \$44K to \$53K. The Trustees have proposed a CIP (Capital Improvement Project) request for \$50K in the 2018/2019 Town Budget to complete this work. The Trustees discussed if this request should be changed. CC moved to keep the CIP request at \$50K and to move forward with full air conditioning equipment replacement, rather than a temporary, stop gap patch. Seconded by DW. Motion passed.

New Business

- a) Yoga NH has proposed to rent the downstairs meeting rooms for yoga instruction and other events over the next year. The full proposal will be attached to the minutes. MVDW moved to accept the Yoga NH proposal. Seconded by CC. Motion passed.
 - a. Lori may discuss the room rental rate with Yoga NH. It was suggested that the rate be \$50 per hour, or \$200 if the organization rents the room for 7 hours or more.
 - b. A motion was made by MVDW that the revenue from room rentals be allocated to lower level improvement. Seconded by CC. motion passed.
- b) The Room Use Agreement was discussed. A motion was made to add an Item #8 to allow Bow High School students to reserve meeting rooms without a parent needing to give permission. Moved by CC. Seconded by DW. Motion passed.
 - a. It was noted that the numbers of the subsequent items in the agreement after the new Item 8, will be increased by 1 and are now numbered 9 to 20.
- c) Parking Lot resurfacing and relining quotes have been received from 2 companies. The winning bid will be determined at a later date, and the work will be done in the spring.
- d) Giving Tuesday and Annual Fund. Lori has had discussions with Mark Leven of the Library Foundation. Regarding creating a Library Endowment and an Annual Fund.
- e) Short Take #2. Viewing and discussion moved to the October meeting.

Public Comment. There was no public comment tonight.

Adjournment. Motion to adjourn made by CC. seconded by MVDW. Motion passed.

Next meeting October 11, 2017 at 5:15 PM at the Library.