

Baker Free Library
Board of Trustees Meeting
January 13, 2014
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:05 p.m. Also present were Paris Awalt, Ann Hoey, Mark Leven, Ingrid White and Library Director, Lori Fisher. Arlana Gillespie joined the meeting at a later time.
2. Minutes. The draft minutes of December 11, 2013 were reviewed. Paris moved to accept the minutes, Mark seconded and the minutes of December 11, 2013 were accepted.
3. Treasurer's Reports.
 - a) The December 2013 monthly report was reviewed. Mark moved to accept the December 2013 monthly budget report, Ann seconded, and the report was accepted.
 - b) The December 2013 RSA & Special Expenditures reports were reviewed. A check in payment for a non-resident card was returned for insufficient funds. Lori is following up with the patron. Ann moved to accept the December 2013 RSA & Special Expenditures report, Paris seconded and the report was accepted.
 - c) Donations: Tom moved to accept the \$2,320 donations from the holiday Giving Tree, Ann seconded, and the donations were accepted.
4. Director's Report.
 - a) 2013 statistics: The trustees reviewed the report. Lori noted that 2013 circulation increased 3% over 2012. Program attendance decreased 15% over 2012 and computer usage decreased 6% over 2012.
 - b) Town department head meeting: No meeting.
 - c) Staff professional development: Lori is undecided about sending any staff to NHLA two-day conference in Whitefield in April. She will not be attending the PLA Conference in March because it conflicts with town meeting dates.
5. Old Business
 - a) Elevator status: Tom plans to call manager of Stanley Elevator to get an estimate for replacing the elevator.
 - b) Roof: Trustees toured the library with Lori to look at the damaged ceiling areas. Lori has been in contact with the roofer about repairs, but the roofer cannot find the source of the leaks. There are ceiling tiles available to replace the damaged ones. Lori came in over the rainy weekend to make sure there were no more leaks.
 - c) 2014-2016 Strategic Plan: Trustees reviewed the plan. Lori said that she would add an overview of Bow as a community and include some of the findings of the research that informed the plan.
 - d) Sign Committee: Ann reported that the committee continues to meet and is planning to solicit public feedback. No further recommendations have been made regarding library signs.

e) Staff/Trustee/Joint Committee donations to the LLR campaign: Lori reported that 100% of the staff had donated to the campaign.

6. New Business

a) Affordable Health Care Act and part-time employee hours: Lori explained the law's requirement that part-time employees who work 30 hours a week or more cannot pay more than 9.5% of their income for health insurance, or the employer incurs a \$3,000 penalty. Since this affects one of the staff members, the trustees discussed the options available. The town is reducing hours to 29 for those employees affected by the new requirement. The trustees asked Lori to find out if it's possible to reduce a staff member's hours to 29.5 hours a week. If not, then the Trustees reluctantly agreed that the BFL staff member's hours would have to be reduced to 29 hours a week.

b) 2013 Town reports: Trustees reviewed the reports. Paris suggested that Lori revise the \$120 per capita income wording to \$10 per month. Lori will make the change. Lori will also update the monetary figure in Ann's report regarding the amount of pledges and donations raised.

7. Lower Level Renovation

a) Foundation update: The trustees met with Arlana Gillespie to discuss the possibility of engaging her volunteer services to help with the public fundraising events and perhaps oversight of donations and sending thank you notes. The trustees will develop a job description and share it with Arlana. They thanked her for her willingness to help. Ingrid reported that she had deposited \$39,940.62 in the bank. She said that there was an additional \$32,150 in pledges.

b) Parking update: Mark reported that Bovie Screen had agreed to an arrangement leasing 20 parking spaces over ten years for a total of \$200. The proposal to lease 10 parking spaces at the NH Auto Association will go before their Board on January 23. If they agree to the proposal, this will put the Library in full compliance with the town requirement for parking spaces. The trustees may want to ask Bovie about a naming possibility in the lower level given the monetary value of the parking spaces.

8. Public Comment and other—Ann reiterated the desire for the Trustees to offer a post-holiday event for the employees. It was agreed that the trustees will pay for a lunch for the staff at a time and date to be determined by Lori.

9. The meeting was adjourned at 6:25 p.m.

Upcoming Regular Trustee meeting date is Wednesday, February 12, 2014 at 5 p.m. in the Meeting Room.

Respectfully submitted,
Ann Hoey, Secretary

