

Baker Free Library monthly Trustees' Meeting
Wednesday, January 14, 2015

1. Call to Order: Ann Hoey called the meeting to order at 5:04 pm. Also present were David Withers, Mark Leven, Tom Ives, and Paris Awalt.

2. Meeting with Cobb Hill and H.L Turner to discuss proposed Lower Level Renovation plan
In attendance from HL Turner were Bill Hickey and Doug Proctor, from Cobb Hill were Ross Mortimer and Jerry Kingwill.
Permits are in process under HL Turner, who will discuss with Bruce Buttrick, town building inspector and David Stack. Permit fees are not typically waived for town facilities. This is not uncommon for other towns. We could pursue a waiver from the Board of Selectmen, although this may be a rarity in Bow. The permit fees will likely will be in the range of \$2000, as a percentage of the overall cost. Bruce is expecting the permit request. Carrying the permit fee is not part of the proposal from Cobb Hill. A separate vendor will issue the certificate of insurance. The floor tile is still pending. The basement needs two means of egress. The alternate means of egress would be on the south. The current stair to the lower level will be widened and not be an egress stair due to need to enclose to ceiling. The original stair in the boiler room would need to be substantially reworked. Assembly occupancy would determine the distance between egresses. Discussion of estimated cost of modifying existing stairs and potential stairs and means of egress. Discussion of tile and money savings through choice of material. Discussion of owner supplied costs. Discussion of whether the library should get a builder's risk policy—ranging from \$300-\$500. Mark motioned to have Lori seek an insurance quotation from our insurance, Ann seconded, all were in favor, the motion passed. Discussion of having town council review the construction contract as due diligence. Paris made a motion to allow Ann to sign the contract after reviewed and approved by town council, Mark seconded, the motion passed unanimously.

3. Review/Approve December 10, 2014 draft minutes
Tom motioned to accept the minutes as written, David seconded, all were in favor with Mark in abstention due to his absence, the motion passed.

4. Treasurer's Report
 - a. December 2014 general account. Lori noted that per her conversation with Burton Landscaping the company inadvertently double billed the library and will issue a credit. Overall the company does good work, however, and the double billing is an anomaly. Ann moved to accept the monthly budget report, Mark seconded, all were in favor, the motion passed.

 - b. December 2014 RSA and Special Expenditures Reports

- Receipts were for monies from coffee and the sale of sun catchers. RSA check 1062 is to the \$100 for 100 fund; the original check was written to the wrong account. Check 1063 is from the copier change over expense, which will be lower in coming months. Donations rose due to the giving tree. Ann moved to accept the accept RSA and Special Expenditures reports, Tom seconded, all were in favor, the motion passed.
- c. December 2014 Monetary Donations (Giving Tree). David moved that we accept the giving tree donations, Ann seconded, all were in favor, the motion passed.

5. Director's Report

- a. December 2014 stats: Overall libraries are down in circulated items, note that e-readers are increasing in use. Use of Juvenile cd audio books have fallen drastically in recent years. Juvenile attendance has increased due to greater outreach to the high school, more program outreach, e.g. summer reading. People are still enjoying the chrome books, though some do not like them due to more challenges in using Word. Overall the library is saving money due to their addition.
- b. Final accounting of sun catcher sales: There was no use of town monies to purchase the sun catchers. Only 27 sun catchers are left. The money will be transferred to the Foundation to help support the lower level.
- c. Bob Morgan donation update (collaboration with the schools:) Rebecca Rule will come to each of three schools and provide separate programs for each school. She will likely come toward the end of May, e.g. May 28, 29 and the first week in June. Each school will have its own day. BMS will be coordinating with the LA teachers with a writing component. The event/s will be underwritten by monies donated in memory of Bob Morgan. Circa \$2150 was donated. The primary focus will be on storytelling. There will be no evening event at the public library.

6. Old Business

- a. Discuss and vote –2014 Trustee annual town report. Ann moved to accept the report, David seconded, the motion passed unanimously.
- b. Discuss and vote--2014 Library Director annual town report. Lori noted that the anniversary event was actually attended by 140 people. Paris motioned to accept the amended report, Mark seconded, the motion passed unanimously.
- c. Vote on Phase 1 plan for Lower Level: The cost for HL Turner's work will come from the remainder from the \$32,000 warrant article. HL Turner will do the Phase 1 projection for no additional cost outside of the remainder to finish off Phase 1. Discussion of the parameters of the Phase one project. The library will split the cost of Phase one with town and private donations. Discussion of fundraising for the second Phase, strategies and approach. Discussion of fixing accessibility issues that will reopen the Friends space and allow access to meeting space.
- d. Facilitator (Kate Hamel) update—Ann: Kate Hamel will charge \$300 to \$400 to facilitate a 2-3 hour evening. She can talk or prepare a report. The goal is to become energized to work together as a cohesive unit. Mark stated the time would be well-spent. Ann reiterated it is

an opportunity to come together as a board for the same priorities and goals, to reflect on the long range plan. Mark motioned for Ann to reach out to Kate Hamel for a facilitator session for Trustees and Lori, David seconded, all were in favor, the motion passed.

7. New Business

Meeting with Mr. Uchida regarding the library parking situation. Richard Uchida joined the discussion at 6:32 pm regarding the parking situation. Mark and Tom provided an update of the status of the parking agreements. Under the site plan regulations we would need 28 additional parking spots to be in compliance. We are currently in discussion with the United Methodist Church, while the library also has signed agreements with BOVE (20 spots) and NHADA (10) for 10 years.

8. Public Comment: none

9. Adjourn

Ann motioned to adjourn, Mark seconded, the motion passed unanimously. The meeting was adjourned at 7:24 pm.

The next REGULAR Trustee Meeting will be Wed. 02/11/2015 at 5 p.m. in the Meeting Room.

Respectfully submitted,
Paris Awalt
Secretary