

Baker Free Library Monthly Trustees' Meeting
Wednesday, October 8, 2014
Minutes

1. Call to Order: Ann Hoey called the meeting to order at 5:10 pm. Also present were Paris Awalt, Mark Leven, and Library Director Lori Fisher. Tom Ives arrived 5:30 pm.
2. Review/Approve September 24, 2014 draft minutes. Review/approve the September 10, 2014 and /September 24, 2014 draft minutes: The draft minutes of September 24 were reviewed and amended. Mark moved to accept the amended minutes of 9/24/14, Ann seconded, and the minutes were approved as amended. The non-public minutes of 09/10/14 and 09/24/14 were reviewed and amended. Mark moved to accept the amended non-public minutes of 09/10/14 and 9/24/14, Ann seconded, and the non-public minutes were approved as amended.
3. Treasurer's Report
 - a) September 2014 general account: Lori shared that the grounds maintenance includes snow clearance, but not plowing (the town of Bow does this.) If there is less than 3 inches of snow the library staff clears it; more than 3 Jack Burton of Burton Landscaping will be responsible. Unutil and Northern Liberties have asked for a large fee increase and electricity costs will be going up this year. According to Unutil, the average consumer bill will go up \$45/month. Lori will discuss the anticipated electricity increase at the next budget committee meeting. Lori will speak will speak Bob Blanchette about any plans the town has made for the anticipated rate increase prior to that meeting. Ann moved to accept the monthly budget report; Mark seconded. The motion passed.
 - b) September 2014 RSA & Special Expenditures Reports (end of 2013/14 fiscal year) Mark reported that the \$75 is the yearbook ad we agreed upon last meeting. The \$895 under special expenditures includes the coffee monies (\$20) and the sun catchers. The \$832 is the regular deposit of fines, fees etc. Paris moved to accept the RSA and Special expenditures reports; Ann seconded. The motion passed.
 - c) September 2014 Donations: There are no donations to approve.
4. Director's Report
 - a) September 2014 statistics: Circulated items are still lower than last year, though an improvement from the prior two months. Computer use is way up from last September. A monitor did die last week—Lori wants to replace all 4 computers with chrome books to get rid of the expense of the towers and the monitors. This will require securing them to the workstation so they do not disappear. This is contingent upon UBM approval.
 - b) 100th Anniversary event update: The food is well organized, activities are planned. Reservations are slow but many are planning on simply showing up. Mike Wayne emailed Tom and all Men's Club members that the library is having this function. The sun catchers are in production and should be here the middle of next week. There are plenty for the anniversary event, the craft fair and the turkey trot. Tom volunteered to sell them at the Methodist church's Snowman's fair. Trustees should be at the anniversary event 10/18/14 between 2-5. Everyone must make an appearance at the dinner at some point. Ann would like to start off the \$100 for 100 at the event. Lori presented item ideas for review as a gift for donating, for example a notebook and a magnet. Donations for the \$100 for 100 can be made between 18 October and 31 December. The notebooks are only for the first one hundred donors. Anyone past the 100th person will receive a magnet. Mark will be at the library for Bow Heritage Commission for as long as possible. Lori wants the trustees at the church from 4-7 pm. Tom will ask his son to help. Ann will be there

from 5-6. The tables for the \$100 and the sun catcher will be at both venues. Lori will fill in for any trustees. The event runs 2-5 pm at the Library and from 4-7 pm at the church. The Friends of the BFL will also be asked to volunteer.

- c) Staff professional development: Jennifer will speak at CHILIS conference tomorrow. Lori attended a workshop today and will also do so in November. Molly and Betsey will go to NH Library Association fall business meeting and conference in November to attend a presentation on 3D printers.
- d) AM Circ Desk position: Mark motioned to approve hiring Jennifer Griffin to replace Daphne Lessard; Tom seconded; the motion passed. Molly has been doing a good job helping patrons with technology. Lori received an email praising her skill in doing so. Jack Crisp of the Recreation Needs Committee will come to a meeting Monday 10/20 at 7:30 pm to discuss the Library's offer to have the park and rec offices in the lower level space. Lori cannot attend; Ann and Tom will attend in her stead. Ann wondered whether not having an elevator will impact our being able to offer the space. Lori will contact the finance director Bob Blanchette to discuss this issue. Lori offered the space last May, she asked Dave Stack to inform the board of selectmen, which did not occur. Lori distributed the public safety building review committee notes. Starting in November the library can submit news to the Merrimack Valley Voice newspaper, which is expanding into Bow. Lori passed on information to Mark for the Bow Heritage Commission. Lori will have a column in the paper. Lori will be sending a picture of the 100th anniversary event. The paper is distributed on the first of every month, to gas stations, stores, and libraries.

5. Old Business

- a) Oil to gas conversion update: the conversion is just about done: Paris motioned to authorize the request of funds from the library's emergency fund from the Trustees of the Trust Fund for the remainder of the oil to gas conversion cost; Mark seconded. BFL is eligible for a rebate and we will receive \$750, approximately.
- b) Elevator repair/replacement discussion: The Cobb Hill construction bid is in. The board agreed that Lori will ask HL Turner to come back with a bid from two other construction companies. Lori will also ask the HL turner to also ask Cobb Hill to offer a cost breakdown of the bid.

6. New Business

- a) Copier/printer replacement proposal from UBM: Lori reports the staff spends a lot of time trouble shooting the copier and printer issues. Lori estimates that 2-3 hours each week is spent trouble-shooting. Monies come in for use of copier, which are not used for copier repair and toners. Lori shared the cost estimate from UBM. The library could get rid of the stand-alone scanner and fax machines. The staff and Lori would have own machines, plus a larger one for use by the public. \$238 month for all three machines. Leasing is more time and cost efficient: the company will monitor the toner for example, and ship more toner to the library when monitored that it's running low. The town leases all of their machines. Lori has spoken with other comparably sized nonprofits and they have found a savings in staff time. Service calls and toner are included in the monthly fee. The company replaces funky machines. Lori has noted that the laser printers do not last long. Mark motioned to accept the UBM proposal for a 60 month lease; Tom seconded, pending review and approval of written contract submitted by UBM. The motion passed

7. Non-Public Session

At 6:28 p.m. the meeting went into non-public session, pursuant to RSA 91-A:3, 11(c). At 6:55 p.m. the non-public session closed and the minutes were sealed for 50 years.

8. Public Comment: none

9. The meeting was adjourned at 6:57 pm.

The next regular Trustee meeting date is November 12, 2014 at 5:00 p.m. in the Meeting Room.

Respectfully submitted,
Paris Awalt
Secretary