

**Baker Free Library Monthly Trustees' Meeting**  
**Wednesday, November 12, 2014**

1. Call to Order: Ann Hoey called the meeting to order at 5:04 pm. Also present were Paris Awalt, Mark Leven, and Library Director Lori Fisher.
2. Meet with Ross Mortimer and Gerri King of Cobb Hill re: Elevator replacement. The numbers came in higher than expected. Gerri explained that when an individual project is part of a larger construction job, there are economies of scale. Replacing the elevator before the start of the entire renovation would require additional labor, such as steps to ensure dust control and general safety, steps which would need to be replicated once the larger project begins. When the original elevator was originally installed the size of the shaft was to accommodate any future renovations. The Trustees asked Gerri and Ross to confirm if there is a building code requirement that the elevator cab should be larger than what the current shaft can accommodate, or if it is possible to meet code with a smaller elevator cab. In order to maximize the economies of scale, Trustees also asked Gerri and Ross to calculate labor and materials cost for the renovation of the stairs to the lower level and append it to the bid for the elevator. The contingency fee in the current bid is 2%
3. Meet with David Withers (possible Trustee candidate): At 5:30 the trustees met with David, to answer any questions and to learn about his prior experience in public and professional service. David joined the Trustees for the remainder of the meeting
4. Review/Approve October 8, 2014 draft minutes: The draft minutes of October 8, 2014 were reviewed and amended. Mark moved to accept the amended minutes of 10/08/14, Ann seconded, and the minutes were approved as amended.
5. Treasurer's Report
  - a.) October 2014 general account: Lori has asked Burton Landscaping why BFL has been getting additional invoices. Mark moved to accept the monthly budget report, Ann seconded, the motion passed.
    - b.) October 2014 RSA & Special Expenditures Reports (end of 2013/14 fiscal year): The special expenditure disbursements are the suncatchers and food for the anniversary celebration. The disbursement to BFL is quarterly reimbursement for items such as DVD fines and the Bob Morgan donation. Ann moved to accept the October RSA report, Paris seconded, the motion passed.
  - c.) October 2014 Monetary Donations: There are no donations to accept as there were none over \$100 to the library; there were donations to the Foundation.
  - d.) October 2014 Item Donation (flat screen TV): Mark purchased and donated a flat screen TV for BFL use—can be used for power point presentations etc. BFL will keep the old TV because has a DVD player and VHS player attached to it.
6. Director's Report
  - a) October 2014 statistics All libraries are experiencing a significant downturn right now. BFL is in better shape than others. BFL is on par with the fiction circulation for adults. Our computer use is up 10% over last year. There has been constant use of the four internet computers as well as the two laptops.
  - b) Public Chromebases and new copier/printers: Only two people have not been happy with the chrome bases and were offered the use of the laptops. BFL will give people a choice—most of the people using the

computers are using it for the internet, not for functionality. Staff sought guidance from Computech for printing from Chrome---BFL received a bill for the service. Lori will speak to UBM about this as they were not able to help and BFL incurred a cost. Some staff are challenged by the change but will adapt. Chrome bases are cheaper than having monitors and towers, and are also saving staff time. Chrome bases have been in place one week. A lot of positive feedback has been received on the screen.

c) Staff professional development: two staff went to NH Library Association Conference on 3d printing. Jenny spoke at the CHILIS conference. Lori went to a conference on staff and personnel management. Lori is on 3 committees of ALA and has registered to attend the ALA midwinter meeting in Chicago in late January.

d) 7<sup>th</sup> Annual Giving Tree: BFL is planning again on a tree with gift tags to donate to specific things in the collections to supplement the town monies budget allocation. There will be a little competition with the \$100 for 100 campaign.

## 7. Old Business

a.) 2015/16 budget revision overview: Budget revision of the health trust for 2015. BFL is coming in under budget by 3%. Lori will sending the revision over to finance director for the town—Bob Blanchette.

There has been discussion among the budget committee that The Director and Trustees need to re-attend the budget committee due to their low attendance at the prior meeting the Trustees were asked to attend..

Lori has not heard from someone who could lead a board retreat Ann will put a message on the Library Trustees Association listserv.

b.) Oil to gas conversion update – outstanding issues: The first gas bill came and it was \$65—compared to bills that sometimes ranged up to \$900 monthly for oil. The new gas system requires recalibration of the control system which releases water to be more responsive to the boilers; the boilers need sufficient water to be responsive.

### c.) Fundraising update

1. Tardy event: \$300 was raised
2. 100 for \$100 campaign: 21 people have donated \$100. One person donated \$5000. Discussion of how to publicize the event. Mark will speak to Eric about creating a graphic to track the donations.
3. Mailers (business & resident) Lori, Mark, and Eric have been designing a mailer for businesses and residents. The mailers will be finalized soon.
4. Parking agreement with UMC: Tom spoke to the President of the Bow Mills Church and the Minister. A meeting will be set up to finalize the agreement before the end of the year.
5. Upcoming approach to Zoning Board: Mark stated that once the UMC parking agreement is complete, Tom and Mark will need to go zoning board. Mark has reached out to Richard Uchida, who has offered to come to the next trustee meeting to talk about our project and do a site visit.

8. New Business: Mark discussed the fundraising conference he attended. A packet of information was distributed to the Trustees. Terry Knowles will be addressing the next trustee meeting on 12/10, after the regular trustee meeting. In attendance will be the Friends of the BFL, The LL Foundation, the LL Committee,

as well as the Trustees. The Board of Selectman must approve the selection of David as the replacement Trustee. Mark motioned, Paris seconded, the motion passed to submit David Withers as an appointed library trustee to finish out the term that expires in March 2015, pending Board of Selectmen approval

9. Public Comment: none

10. Adjourn The meeting was adjourned at 6:43 pm

The next REGULAR Trustee Meeting will be Wed. 12/10/2014 at 5 p.m. in the Meeting Room, followed by a meeting at 6 p.m. with Terry Knowles, NH Dept. of Charitable Trusts, with the BFL Foundation, Friends, and Lower Level Renovation Committee. Lori will not be in attendance.

Respectfully submitted,  
Paris Awalt  
Secretary