

Baker Free Library
Board of Trustees Meeting
November 13, 2013
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:02 p.m. Also present were Paris Awalt, Ann Hoey, Mark Leven, Ingrid White and Library Director, Lori Fisher.
2. Minutes. The minutes of October 9, 2013 were reviewed. Ingrid made some minor corrections. Ingrid moved to accept the minutes as amended, Paris seconded and the minutes of October 9, 2013 were accepted. Mark abstained from voting. The minutes of October 15, 2013 were reviewed. Tom moved to accept the minutes, Mark seconded, and the minutes of October 15, 2013 were accepted.
3. Treasurer's Reports.
 - a) The October 2013 monthly report was reviewed. Ann moved to accept the October 2013 monthly budget report, Tom seconded, and the report was accepted.
 - b) The October 2013 RSA & Special Expenditures reports were reviewed. Ann moved to authorize the transfer of the Cedric Dustin funds to the Foundation account for the Lower Level. Mark seconded the motion, and the motion passed. Tom moved to accept the October 2013 RSA & Special Expenditures report, Ann seconded and the report was accepted.
4. Director's Report.
 - a) October 2013 statistics: The trustees reviewed the report. There was no discussion.
 - b) Town department head meeting: Lori reported that because of the devaluation of PSNH property values in Bow, the town tax rate will rise 4%. The Board of Selectmen are discussing the warrant articles regarding the town safety center. Lori also shared a report about the increase in car thefts and home burglaries.
 - c) Staff professional development: Jennifer will attend the Supervisors' Academy in December. Lori will not attend the Public Library Association Conference in March because it conflicts with Town Meeting.
 - d) Upcoming town event participation: The library will participate with the annual Santa visit and tree lighting by providing a craft activity. Library staff are collecting pinecones for the craft.
 - e) Library history article: Lori shared a draft of the article she wrote on the history of the Baker Free Library for the NH Library Trustees Association.
5. Old Business
 - a) 2014-2016 Strategic Plan process: Lori, Paris and Ann are working on developing a strategic plan. Lori summarized the progress so far and distributed an update on the project, which included a timeline and three themes.
 - b) Lori IGS update: The trustees reviewed the draft of their evaluation of Lori as a director. They had no additions or revisions to add. Ann and Ingrid will meet with Lori so that she can respond and both parties can sign the evaluations.
 - c) Roof: The roofing contractor found five layers of roof. He provided a revised bill, which included additional costs of \$2,690 for disposal of materials and labor. Ingrid moved to expend \$2,690 for the additional costs of the roofing repair. Paris seconded the motion, and the motion passed. Ann moved to cut a check for \$12,165 for the total of the roof repairs from the library's trust fund for emergencies. Mark seconded the motion and the motion passed. Tom moved to authorize Lori to increase the warrant article request to \$56,640. Ann seconded the motion and the motion passed.
6. New Business
 - a) Elevator quote for repair: Otis estimated that it would cost \$6,000 in labor to diagnose the problems with the elevator. They also recommended that it not be used until it was fixed. Tom moved that the trustees instruct Lori to shut down the elevator and access to the lower level and to cancel meetings scheduled in the lower level.

He also included the request to cancel the monthly maintenance with Otis. Paris seconded the motion and the motion passed.

b) Digital Literacy Kit agreement: The trustees reviewed the agreement. Ann asked that the word “Digital” be added to the title of the agreement. Ingrid moved to accept the Digital Literacy Agreement as amended, Tom seconded and the motion passed with Ann abstaining.

c) 100 Year Anniversary of BFL: Lori outlined plans to recognize the anniversary with a public re-dedication of the library on October 29, 2014. She also would like to plan a family event that celebrates the anniversary on October 18, 2014. Ann moved to authorize Lori to secure the Methodist Church for the October 18th date; Ingrid seconded and the motion passed.

7. Lower Level Renovation

a) Foundation update: Ingrid reported that she had emailed regarding the latest donation. The IRS has received the Foundation’s filing of the 501(c) (3) status.

b) Parking update: Mark reported that he had had a meeting with Primex, the town’s insurance provider. The library will be covered under the current insurance policy for the rental of parking spaces, and the library can obtain a certificate of insurance coverage to present to the abutters. Mark has also drafted an agreement for the rental of parking spaces. He and Gary Nysten will meet with abutters soon.

c) Solicitation update: The trustees discussed the need to protect the anonymity requests of donors and the need for better coordination of thank yous.

d) Trustee, Staff and Joint committee member donations: Pledge cards were given to all trustees.

e) Bill from Leah Shuldiner: Trustees discussed the final bill submitted by Leah. Mark moved to pay \$400 to Leah as a final outstanding payment. Paris seconded and the motion passed. Tom will sign the accompanying letter to Leah.

8. Public Comment—None.

9. The meeting was adjourned at 6:43 p.m.

**Upcoming Regular Trustee meeting date is Wednesday December 11, 2013 at
5 p.m. in the Meeting Room.**

Respectfully submitted,
Ann Hoey, Secretary