

Baker Free Library
Board of Trustees Meeting
December 11, 2013
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:03 p.m. Also present were Paris Awalt, Ann Hoey, Mark Leven, and Library Director, Lori Fisher. Ingrid White arrived later during the meeting.
2. Minutes. The draft minutes of November 13, 2013 were reviewed. Paris moved to accept the minutes as amended, Tom seconded and the minutes of November 13, 2013 were accepted.
3. Treasurer's Reports.
 - a) The November 2013 monthly report was reviewed. Ann moved to accept the November 2013 monthly budget report, Tom seconded, and the report was accepted.
 - b) The November 2013 RSA & Special Expenditures reports were reviewed. Mark suggested that the closed brokerage account did not need to be noted on future reports. Ann moved to accept the November 2013 RSA & Special Expenditures report, Paris seconded and the report was accepted.
 - c) Donations: Tom moved to accept the \$100 Gouin memorial donation, Ann seconded, and the donations were accepted.
4. Director's Report.
 - a) November 2013 statistics: The trustees reviewed the report. Lori noted that circulation reached 100,000 before the year's end for the first time.
 - b) Town department head meeting: Lori reported that the community building fixes were estimated at \$4.6 million. Renovations to the police station would be \$1.6 million. The Select Board has conditionally pulled the warrant article for the new community building design. The town is moving forward with putting in a rotary during 2015 at the intersection of White Rock and Logging Hill roads. It is also replacing one of the red-listed bridges on Clinton Street. The Field Committee is planning to ask for \$1.5 million for a new field off of Albin Road.
 - c) Staff professional development: Jennifer found the Supervisors' Academy very worthwhile. Lori shared an article written by Molly for VOYA. Betsy requested that her vacation hours be rolled over into next year. Mark moved to allow Betsy to carry over 36 hours of vacation time to June 30, 2014. Paris seconded, and the motion carried. Lori reported that a new reading program at Bow Elementary School had 20 sign-ups, and that an additional session may be added to accommodate the numbers. Mark noted that Lori, Amy, and Betsy were recognized at the recent Town Employee Recognition ceremony for their milestone years of service. The trustees congratulated them and thanked them for their service.
 - d) The holiday tree lighting event went well. The library will promote the Winterfest, but will not be actively involved on the day of the event.

5. Old Business

- a) Lori's IGS: Lori signed off on the IGS and Ann signed on behalf of the trustees. Ann and Lori will work to develop a different evaluation form for next year.
- b) Roof: There have been a couple of leaks.
- c). Elevator: Lori shared an estimate by Jay Dougherty for replacing the current lift with a new elevator. The cost would be \$82,914. The trustees discussed the pros and cons of installing a new elevator at this point, but the budget currently prohibits any action. The existing lift still needs to be inspected by Otis Elevator. After this year's contract runs out, we will not renew it.
- d) 2014-2016 Strategic Plan process: Lori shared the draft that Ann, Paris and Lori developed. Mark and Tom will email any feedback to Lori.
- e) Sign Committee: Ann reported that the committee was meeting regularly and making recommendations about the design of signs for different town groups. The committee asked that any future library signs be in keeping with the historic nature of the town.

6. New Business

- a) Town Joint Loss Management Committee inspection of library building: Lori shared the findings of the inspection. Most of the violations were fairly minor. Lori consulted H.L. Turner regarding the problem with the stairs to the lower level not being up to code. The costs for bringing them up to code will be available for the January Board of Trustees meeting. H.L. Turner will also have updated 2014 construction costs by February.
- b) Salaries & Benefits policy revision: Lori shared the revisions to the Salaries and Benefits policy. The Library Assistant-Technical & Adult Services position was added as a full-time employee position. Tom moved to accept the revised policy, Mark seconded, and the revised Salaries & Benefits policy was accepted. The trustees also discussed the library's current longevity schedule. They asked Lori to do the research about changing the library's salary schedule to align with the town's nine-step salary schedule. The trustees would like to be more in line with the way the town compensates its employees. The Town Budget Committee will meet with Library Trustees on one of the following dates: January 16, 23, or 30.

7. Lower Level Renovation

- a) Foundation update: Mark reported that the Foundation's application for 501(c) (3) status will take longer because the IRS was behind on its reviews. Ingrid said that a friend of hers, Arlana Gillespie, has expressed an interest in helping with the library's lower level fundraising. Ingrid suggested that she may be able to relieve or help Rita monitor donations, or that she could help coordinate public fundraising events.
- b) Parking update: Mark reported that he had certificates of insurance customized for Bovie and NHADA. He needs to meet with both owners as soon as possible to develop an agreement.
- c) Trustee, Staff and Joint committee member donations: Lori will meet with the staff next week to finalize staff donations, and the trustees will complete theirs as soon as possible. Joint committee donations need to be addressed at the meeting following the trustee meeting.

8. Public Comment—None.

9. The meeting was adjourned at 6:18 p.m.

**Upcoming Regular Trustee meeting date is Monday, January 13, 2013 at
5 p.m. in the Meeting Room.**

Respectfully submitted,
Ann Hoey, Secretary