

Baker Free Library Monthly Trustees' Meeting
Wednesday, February 11, 2015
FINAL

1. Call to Order: Ann Hoey called the meeting to order at 5:12 pm. Also present were David Withers, Tom Ives, Lori Fisher, Mark Leven, and Paris Awalt. Also in attendance was Chris Carey.
2. Review/Approve January 14, 2015 draft minutes
Mark made the motion to accept the minutes as written, Ann seconded, all Trustees were in favor, and the motion passed.
3. Treasurer's Report
 - a. January 2015 general account
Building maintenance expenses have been high lately. The increase in electricity fees has also had an impact. However, the overall budget is within a reasonable range. The roof will be shoveled tomorrow, 2/12/15, which will generate a bill; however, it is a prudent move. Ann moved to accept the January budget report, Paris seconded, all Trustees were in favor, and the motion passed.
 - b. January 2015 RSA & Special Expenditures Reports
Receipts were for monies generated by the sun catcher and coffee sales. The RSA receipts were from the regular monthly deposit and the giving tree donations. Expenditures were for the copy machines and the reimbursement to the library's general fund for the lost and damaged books and fines. David moved to accept the RSA and Special Expenditure Reports, Paris seconded, all Trustees were in favor, and the motion passed.
 - c. January 2015 monetary donations
There was a \$100 donation in memory of Mrs. Bragdon. Ann moved to accept the donations, Mark seconded, all Trustees were in favor, the motion passed.
4. Director's Report
 - a. January 2015 stats
Circulation is down, likely due to the severe weather. For the first time since 2010 the circulation of the downloadable and audio books did not increase. The library is no longer offering Super Saturdays as it has been replaced by a reading program with a therapy dog. The program has been well received.
 - b. Department head meeting--2/11/2015
A fire department study consultant was hired. The Recycling Committee has increased from 7 to 11 members. The Business Development Commission wants to hold the business-to-business event at the library and will be speaking with Lori. The Budget Committee approved our proposed budget 7-0.
 - c. Approve new PM Circulation hires—Andrew Schwartz and Kaitlyn Leary.
Trevor Naughten will be leaving the library for a full time job elsewhere. Kaitlyn will be returning to replace Trevor. Mark motioned to accept the two new hires, Ann seconded, all the Trustees were in favor, the motion passed.

- d. Staff lunch from Trustees—2/26 @1 p.m
The food will be from Cimos and Bread and Chocolate.

5. Old Business

a. Phase 1 renovation update

Ann signed the contract with Cobb Hill today. There will be a meeting scheduled between HL Turner, Cobb Hill, Tom as the Trustee Liaison, (with David as backup liaison,) and Lori. The new elevator will take 7 weeks to get here. Permits will be sought tomorrow, 2/12/15. Discussion of modifications to the interior staircase, modifications to the Lower Level hallway, the south stairway's impact on the kitchenette and bathrooms, and the flooring. Discussion of seeking a cost estimate of the future north stairway. After discussion with the town and the insurance company, a builder's risk certificate for the project has been issued.

b. Facilitator (Kate Hamel) update-Ann

Ann confirmed the date for the Board Retreat will be Tuesday March 3, 2015 from 5-8 pm.

c. Parking update –Tom and Mark

Tom spoke with the church and they are willing to enter into a parking agreement with the library. In two weeks the final contract will likely be in place.

d. Library payroll/Town finance office update

This item has been tabled due to still waiting for updated information..

6. New Business

- a. Mark Leven has decided to become a full time Director for the Library Foundation, leading to his resignation as a Library Trustee. Chris Carey will be put forth as his replacement to the Board of Selectman. Ann motioned that the Board accept Mark's resignation from the Board, Tom seconded, all Trustees were in favor to (reluctantly) accept Mark's resignation from the Board. David moved to recommend Chris Carey to fill the vacancy that Mark created by resigning, Tom seconded, all Trustees were in favor, the motion passed. Ann made the motion, Paris seconded, that David Withers will serve as Trustee Liaison to the Foundation, acting as a non-voting member. All were in agreement, and the motion passed. The fundraising total raised and pledged for the Lower level renovation thus far is \$161, 581.
- b. The Budget Committee Public Hearing is tomorrow night, 2/12/15 at 7:00 pm.

7. Public comment: none

8. Adjourn

Tom motioned to adjourn the meeting, Ann seconded, all Trustees were in favor, the motion passed. The meeting was adjourned at 6:35 pm

The next upcoming regular Trustee Meeting will be Wednesday, March 11/2015 at 5:00 pm in the library meeting room.

Town Meeting is Wednesday 3/11/15 at 7:00 pm in the BHS auditorium.