

Baker Free Library Monthly Trustees' Meeting
Wednesday, March 11, 2015

1. Call to Order: Ann Hoey called the meeting to order at 5:05 pm. Also present were David Withers, Tom Ives, Lori Fisher, and Paris Awalt. Chris Carey was in attendance as a public member.
2. Review/Approve February 11, 2015 draft minutes

Tom made a motion to accept the minutes as written, Dave seconded, all Trustees were in favor, the motion passed, and the minutes were accepted.
3. Treasurer's Report
 - a. February 2015 general account

The library is on track, if slightly below budget. As building maintenance is at capacity Lori is watching the budget closely. The bank charge is for the safety deposit box rental. Sewer charges are quarterly. Dave motioned to accept the February budget report, Ann seconded, all Trustees were in favor, and the motion passed.
 - b. February 2015 RSA & Special Expenditures Reports

The Paula Murphy check is related to special programs. The check to Lander is related to the lease of the copiers and printers. Dave motioned to accept the February RSA and Special Expenditure Reports, Ann seconded, all Trustees were in favor, and the motion passed.
 - c. February 2015 monetary donations

One donation is the matching gift from Allegro Microsystems to match Ann and Glenn Forrest's gift for \$100. \$250 is a donation by the Hunter family toward the annual Giving Tree. Ann moved to accept the donations, Tom seconded, all Trustees were in favor, and the motion passed.
 - d. Review/approve invoice from Cobb Hill re: Phase 1

An invoice for \$24, 587.29 was submitted by Cobb Hill for the cost of ordering the elevator. The funding request will be submitted to the Trustees of the Trust Funds for payment from the Library Lower Level Capital Reserve Fund. Paris motioned for Lori to ask the Trustees of the Trust Funds for payment from the Library Lower Level Capital Reserve Fund for the total invoice amount, Dave seconded, all Trustees were in favor, and the motion passed.
4. Director's Report
 - a. February 2015 stats

Overall the library statistics are down. The loss of space in the lower level is likely impacting these numbers. Program attendance is also down, likely due to the record cold during February. Also, there is a downturn in the use of cd/audio books, likely due to the fact that more parents and children are downloading items from home on-line.

b. Department head meeting--2/11/2015

The select board is going forward with the sign and renumbering project.

5. Old Business

a. Library Promotional Materials

Dave has spoken with Steve DiStefano, about the possibility of including the library in his promotional materials developed for new residents.

b. Phase 1 renovation update

Lori distributed a construction schedule for the Phase 1 renovation. General discussion of the framing proposals—the decision was made to go with Pelcon, which was significantly more cost effective. Discussion of the electrical quotes, Cobb Hill recommends GSD and a design build agreement. The library will need additional light switches and outlets. Third, a color palette was discussed. We also have a choice between rubber or vinyl tread for the stairs. Rubber wears longer and so was selected. Discussion of the flooring style.

c. Parking update –Tom

We are moving toward an agreement, which will include a sidewalk path between the church and NHADA. The library is responsible for constructing the path and the other parties will determine where it will go. The church will shovel the pathway. There will be a formal agreement in place within the next two weeks.

d. Library payroll/Town finance office update

This item has been tabled due to still waiting for updated information, which will be in place for the next library meeting April 08, 2015.

e. Town meeting warrant article presentation preparation

Discussion of the presentation to be given by Ann tonight at town meeting.

6. New Business: none

7. Public comment: none

8. Adjourn

Ann moved to adjourn the meeting. Dave seconded. All Trustees were in favor, the motion passed, the meeting was adjourned t 6:27 pm

The next upcoming regular Trustee Meeting will be Wednesday, April 08/2015 at 5:00 pm in the library meeting room.