

Baker Free Library Monthly Trustees' Meeting
Wednesday, April 08, 2015

1. Call to Order: Ann Hoey called the meeting to order at 5:15 pm. Also present were David Withers, Tom Ives, Lori Fisher, Chris Carey, and Paris Awalt. Chris was welcomed as the new Trustee

2. Review/Approve March 11, 2015 draft minutes
Ann noted a couple of changes to be included to the draft minutes, Tom made a motion to accept the minutes as amended, Dave seconded, all Trustees were in favor, with Chris in abstention. The motion passed, and the minutes were accepted as amended.

3. Treasurer's Report
 - a. March 2015 general account
Tom noted we are at 69% of the budget, noting as well that the fuel bill has stabilized. There were 25% more heating days this winter than there were last winter. Discussion of the merits of joining a heating cooperative, potentially with the school district. Lori will discuss this possibility with Duane Ford. Chris motioned to accept the March budget report, Ann seconded, all Trustees were in favor, and the motion passed.

 - b. March 2015 RSA & Special Expenditures Reports
Ann was reimbursed for the long range planner Kate Bishop Hamel featured at the board retreat. The \$62.95 is from the sale of sun catchers (\$40) and coffee money (\$12.95). Two checks went out for the maintenance of the copier and printers. The monies from the monthly receipts are for the copies made, the out of town fees, and overdue DVD fines. Ann motioned to accept the February RSA and Special Expenditure Reports, Dave seconded, all Trustees were in favor, and the motion passed.

 - c. March 2015 monetary donations
No donations were accepted this month

 - d. Review/approve invoice from Cobb Hill re: Phase 1
An invoice for \$30, 405.71 was submitted by Cobb Hill for the cost of ordering the elevator, drywall, and some electric work. 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. Follow-up from Board Retreat

Per Kate Bishop's suggestion, Lori has created a list of what her tasks have been the past year. Discussion of work tasks.

b. March 2015 Stats

Overall the library statistics are down compared to the first quarter last year. DVD circulation is up, but downloadable books are down. The loss of space in the lower level is likely impacting these numbers. Program attendance is slightly up.

c. Department head meeting--3/11/2015

Dave Stack is trying to implement a new communication strategy: 1-1 meetings once a month. Lori sent him an email to schedule a 1:1 meeting and has not yet heard back. Second, the town is moving forward on street renaming and renumbering.

d. Approve hiring new PM Circulation Assistant—Amelia Holdsworth

Ann moved to approve the new hire, Tom seconded the motion, all Trustees were in favor to approve the hiring, the motion passed.

5. Old Business

a. Phase 1 renovation update

HL Turner did not include heat in the plans for the phase one renovation areas. Bids to add heating to the phase one remodeling have come in. One was for a temporary system, a forced hot water system, and one was for a permanent system, based on zone heating. The latter would require a new condenser unit. The third option is to only put in an electric heat baseboard system, also a temporary fix. General discussion re the merits of each. Tom made the motion to pursue the permanent option for heating and cooling the phase one renovation area of the lower level. The motion is based on Bow Plumbing and Heating's estimate, including electricity, not to exceed \$20,000. Dave seconded, all Trustees were in favor, the motion passed.

b. Parking update –Tom

Tom will Carl Anderson tomorrow to finalize the agreement with the church. Review of parking agreement. The agreement will be 28 spaces for five years, with primarily daytime use. Snow removal and maintenance will be done by the church. Chris made the motion to accept the agreement, Dave seconded, all Trustees were in agreement, the motion passed.

c. Library payroll/Town finance office update

The town is willing to run the library payroll; it will cost approximately \$4,700 yearly, with a \$500 set-up fee. Trustees would not have to sign the checks, and they would be distributed weekly, on Thursday. Lori will be looking into other payroll options.

d. Revised Long Range Plan review and approval

Ann moved to accept the revised 2014-2017 Long Range Plan, Tom seconded, all Trustees were in favor, the motion passed.

e. Foundation money requisition process discussion.

Discussion of writing a letter to the Foundation with any given invoice stating that the trustees approve the request to ask the Foundation to pay the invoice out of the funds requisitioned for the Lower Level project. Dave made the motion to follow this procedure, Ann seconded, all Trustees were in favor, the motion passed. As Foundation liaison, Dave will approach the Baker Free Library Foundation to place this discussion on the Foundation agenda

6. New Business

a. Review BFL Social Software Policy. Chris motioned to accept the policy as amended, Tom seconded, all Trustees were in favor, the motion passed.

b. Approve closing at 2:00 p.m. Saturday 5/23 for annual carpet cleaning. Ann moved to close early, Chris seconded, all Trustees were in favor, the motion passed.

c. Discuss preliminary 2016/2017 warrant article.

Discussion of the tile in the meeting room and the hazards it poses for tripping. The second item to think about is that the Library's phone system (Nortel) is becoming obsolete. Lori has spoken with Arcom and it could be circa \$5000, with an additional \$800 if we wanted a conference call option. There will also be an intercom to the lower level for safety reasons. Discussion of having a phone in the lower level that can only dial 911.

d. Bow Fire Dept Ladies Auxillary request for storage space. Discussion of policy for non-profit groups and the storage of records at the Library. Discussion of uncertainty as to available storage space during the renovation.

e. Library Alcohol policy. Lori will send a copy of the bi-laws to Tom to forward to his son Patrick. Discussion that at the current moment alcohol could be served for library functions only, or for outside groups only with the approval of the Trustees. Tom will speak with Bob Blanchette regarding the insurance coverage.

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 at 7:13 pm.

The next upcoming regular Trustee Meeting will be Wednesday, May 13/2015 at 5:00 pm in the Library Meeting Room.