

Baker Free Library Monthly Trustees' Meeting
Wednesday, May 13, 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 arrived at 5:15 pm.
2. Review/Approve April 08, 2015, April 22nd, 2015, and May 6, 2015 draft minutes
Ann moved that we accept all minutes as written. Dave seconded, the motion passed unanimously, and all the minutes were accepted as written.
3. Treasurer's Report
 - a. April 2015 Monthly Budget Report
Tom noted we are overall doing well. Lori noted the cyclical aspects of the budget. Ann moved to accept the monthly budget report, Dave seconded, all Trustees were in favor, and the motion passed.
 - b. April 2015 RSA & Special Expenditures Reports
Tom noted the checks written for April from the RSA account. Dave motioned to accept the April RSA and Special Expenditures Reports, Ann seconded, all Trustees were in favor and the motion passed.
 - c. April 2015 monetary donations
No donations over \$100 were accepted this month
 - d. Review/approve invoice from Cobb Hill re: Phase 1
An invoice for \$82,060.39 was submitted by Cobb Hill. Lori drafted a letter to request monies from the capital reserve fund, which Ann signed. Discussion of the timing needed to receive the invoice as there is a formal process for requesting the monies. Funding requests 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 current total invoice amount, David seconded, all Trustees were in favor, and the motion passed.
4. Director's Report

a. List of April tasks related to renovation/fundraising

In light of the increased activity in the library around the tasks related to the lower level renovation, the Trustees discussed with Lori the possibility of doing work related tasks from home during the renovation to help with better work flow.

b. Department Head Meetings

1. South Street will likely be renamed. Therefore, Lori anticipates the need for increased budget to replace business cards, stationery.

2. Lori will begin 1:1 meetings with David Stack. She will meet with him the 4th Thursday of the month at 9:00 am. Currently they meet at the town office.

c. Staffing changes/challenges

There are current staffing challenges. Molly Milazzo will be leaving June 5th for a new job in Sacramento. One of the current staff is on jury duty, one is on vacation, and one cannot work during the month of July. There are also two staff leaving for college. Library Staff has been flexible with all of these changes.

5. Old Business

a. Phase 1 renovation update

The cleaning of the lower level has begun. Discussion of the need for a sprinkler head in the elevator, per the state and town fire marshals, who did not anticipate this need when the renovation plans were reviewed. Discussion of the benefits of having done the renovation in two phases. The sprinklers will be finished next week Wednesday 5/20/15.

b. Parking update –Tom

Tom and David will meet with Atty Uchida, and the town to discuss the variance for parking and how the process will proceed—whether to go through the planning or the zoning board. The church has identified where the path should be, and Tom will speak with NHADA as well re same.

c. 2016/17 LLR warrant—discussion and approval for CIP submission

Discussion to submit a \$50,000 capital reserve request. Dave made the motion to request that \$50,000 be added to the lower level library renovation capital reserve fund for the fiscal year 2016-2017, and to approve the amended written request narrative to be submitted to the CIP committee. Chris seconded, all Trustees were in favor and the motion passed unanimously.

6. New Business

- a. Review of 2016-2017 budget review schedule with CIP, BOS, and Budget Committee.
July 6th or 20th will be the CIP committee meeting at 6:00 pm. The Trustees need to approve our budget for submission to the Town Manager at the Trustee meeting on September 9th. August 12th is the regular Trustee meeting for the initial draft budget discussion. The Trustees are tentatively scheduled to make a budget presentation to the Board of Selectmen on Monday October 26th at 6:00 p.m.

- b. May 27 Donor Appreciation event update—Ann and Paris
The donor appreciation event is moving steadily along.

- c. Wireless capability in Phase 1—pricing and discussion.
We need phones and wireless for the lower level to make the rooms functional. A meeting is scheduled with the usual provider for tomorrow. Lori is also seeking a bid from a second vendor. We currently have two routers, which is less efficient than a router that would cover the entire floor. Eventually the lower level may need a second router due to its multiple walls. Our public and private networks are not officially separated, which is potentially dangerous. Discussion of closing the network holes. The total to repair the situation is \$2,200. Lori has saved money from the periodicals budget to help defray the cost. Chris made a motion to pursue the wireless network, not to exceed \$2,200. Dave seconded, all Trustees were in favor, the motion passed.

- d. Phone replacement pricing/discussion.
The phones were put in the year 2000. The manufacturer stopped the making the equipment in 2010, with the cost to replace/repair the phones at \$200. The current phone for public use will not call cell phones. The elevator will need a phone. Discussion of discontinuing the courtesy phone. Right now we use *BayRing* for our phone service at \$1,800 a year, with \$300 for the automated phone calls the library makes. *BayRing* estimates it will be \$6000 to replace all the phones upstairs (7,) and to add 3 downstairs, for a total of 10 phones. This price does not include a conference phone, or the service and replacement of equipment. *Triplet Voice* will provide the service that *BayRing* offers, also providing as equipment 10 phones and a conference phone. They offer a lease with no cost for service and no cost for equipment. The cost is \$9000 for 3 years, providing phone service plus equipment. *Arcomm* will cost around \$10,000 over three years with the library using the old equipment. *Triplet Voice* will be \$9000, with equipment upgrades every 3 years. The Historical Society has been very happy with *Triplet Voice*. Ann moved that we

go with *Triplet Voice*, the leasing option. Chris seconded, all were in favor, the motion passed.

The phones downstairs in the Lower Level will only call 911, or will be located in a locked office, or in the locked Heritage Room.

e. Review/approve Baker Heritage Room policy

We need a policy before we have an MOU (Memorandum of Understanding) with the Heritage Commission. The bulk of the current draft policy is taken from the Londonderry Library policy. Discussion of the parameters of the Londonderry Library policy and proposed amendments to said policy. Ann moved to accept the Baker Heritage Room Policy as amended, Paris seconded, all Trustees were in favor, and the motion passed.

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 6:47 pm.

The next upcoming regular Trustee Meeting will be Wednesday, June 10, 2015 at 5:00 pm in the Library Meeting Room.

Lower Level Donor Reception will be on Wednesday 5/27/15 @5:30 in the new Phase 1 spaces