

Baker Free Library
Board of Trustees Meeting
May 14, 2014

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:05 pm. Also present were Paris Awalt, Ann Hoey, Mark Leven, and Library Director Lori Fisher. Ingrid White was not present. Christopher Moultroup, from Unitil, joined the group for the first ten minutes of the meeting.

2. Tree trimming: The trustees and the Library Director went outside to the front of the building to look at the trees that Unitil wants to trim. Because the library has invested funds to preserve the historic trees, the trustees want to insure that the tree-trimming does not damage the trees and that the trimming is as minimal as can be. Christopher Moultroup said he would be on hand when the trimming is done, and he said he would communicate the library concerns to the tree-trimmers.

3. Minutes. The minutes of March 12, 2014 were reviewed. Mark moved to accept the minutes of March 12, Paris seconded, and the minutes were approved.

4. Treasurer's Report.

a) The March and April 2014 monthly budget reports were reviewed. Lori pointed out that we are over budget for fuel, but that she will take the funds from another line item. Tom asked about the money from the Primex insurance claim and Lori explained that the funds would show up in the special expenditures. Ann moved to accept the March and April 2014 monthly budget reports, Tom seconded, and the motion passed.

b) The March and April 2014 RSA & Special Expenditures reports were reviewed. Mark noted that the March disbursements included a \$10 payment to the NHADA for parking spaces, \$122.62 expense for coffee and a payment to the Friends of the Baker Free Library for a donation. Lori pointed out the \$1,315.06 insurance payment from Primex in the April report. Tom moved to accept the March and April RSA & Special Expenditures reports, Paris seconded, and the motion passed.

c) Donations: Mark moved that we accept the \$152.10 in donations, Ann seconded, and the motion passed.

4. Director's Report

a) April 2014 statistics: There was no discussion about the report.

b) Town Department Heads meeting: Lori reported that the Town will be participating in the destruction of no longer needed records, and that she will send some library financial records to be destroyed. She said that the CIP Committee held an organizational meeting. The Board of Trustees voted to include a library trustee as a non-voting member on the CIP Committee. Lori said that the Town will hold a Volunteer Recognition dinner on June 25. Lori also reported that she asked the Town Manager to communicate the Trustees' offer to host the Park and Recreation Department in the Lower Level of the Library.

- c) Request for reconsideration of *Jamrach's Menagerie* by Carol Birch: Lori reported that a patron had filed a request for reconsideration of the novel, which had been shelved as a YA book. Lori said that she would move the book, which has received starred reviews and has been shortlisted for the Man Booker Prize, to the Adult Fiction section. In accordance with the Collection Development policy, Lori told the patron that she could appeal the decision by the date specified in the policy. The patron did not make an appeal, and the book will remain in the collection in the Adult Fiction section.
- d) Summer Reading Program update/events: Lori said there was not much to report other than that t-shirts had been ordered.
- e) Early closure for carpet cleaning: Ann moved that the Library be able to close at 2:00 pm on Friday, May 24 for the purpose of carpet cleaning, Mark seconded, and the motion passed.
- f) Board of Selectmen meeting: The Selectmen would like to meet with the Trustees to discuss annual goals. The Trustees will attend the June 24 meeting at 6:00 pm.

6. Old Business

- a) Roof leak/Primex insurance claim: Tom met with the roofer and inspected the roof. Tom cleaned the drain, which needs to be sealed. He intends to do this with Betsy's husband's help. On behalf of the Trustees, Mark thanked Tom for all of his work.
- b) Elevator Status: Tom will contact the elevator company on Hall Street in Concord and ask them to come and look at the elevator.
- c) Oil to gas conversion prep: Bob Ives and Liberty Utilities need to meet. The conversion will take place after July 1. There were no objections to the warrant article authorizing these funds.
- d) Sign Committee update: no update.

7. New Business

- a) Circulation policy review/revision: The trustees reviewed the proposed changes. Ann moved that the revised policy be accepted, Mark seconded, and the motion passed.
- b) Library Credit Card policy discussion: Lori asked that one of the Trustees look over the monthly credit card statement before it is paid. Mark agreed to do so.
- c) 2015/16 Warrant articles: The trustees agreed to ask the Town to raise \$100,000 for the Lower Level Renovation.

8. Lower Level Renovation

- a) Updated cost estimates from H.L.Turner/Cobb Hill: Mark and Tom met with representatives from both companies. They provided a revised estimate of \$531,236.00 for the renovations to the lower level. The lower figure does not include finishing the Friends book sale room as well as other items, but the Trustees hope to get some of the items donated. Lori provided a list of these items not included in the construction estimate.
- b) Foundation update: Bill Cohen as agreed to join the Foundation Board of Directors. The Board is still awaiting word from the IRS regarding the tax-exempt status.
- c) Parking update: Lori presented the information about the process of obtaining a Special Exception or a Variance. Tom will meet with the pastor of the Methodist Church

about obtaining 30 parking spaces. Lori will draft the parking agreement so that he can bring it to the meeting.

d) Public phase of campaign: Mark said that this phase will begin October 1, 2014. The private phase is scheduled to end May 31 of this year. The target for private funding is \$200,000. Approximately, \$129,000 has been raised in donations and pledges so far. Lori shared a reminder letter for those who have pledged and the trustees provided input. Tom will bring postage so that the letters can be sent as soon as possible.

8. Public Comment--none

9. The meeting was adjourned at 6:37 p.m.

Next regular Trustee meeting date is Wednesday, June11, 2014 at 5:00 p.m. in the Meeting Room.

Respectfully submitted,
Ann Hoey
Secretary