

Baker Free Library
Board of Trustees Meeting
May 8, 2013
Draft 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, Ingrid White, and Library Director Lori Fisher. Paris was welcomed as a new Trustee.

2. Minutes. The minutes of April 10, 2013 were reviewed. Ingrid moved to accept the minutes, Mark seconded and the minutes of April 10, 2013 were accepted.

3. Treasurer's Report.

a) The April 2013 monthly report was reviewed. Ingrid asked about the vacation coverage figure and Lori said that this year the library hasn't needed much coverage for absences. Mark moved to accept the April 2013 monthly budget report, Ingrid seconded, and the report was accepted.

b) The April 2013 RSA & Special Expenditures Reports were reviewed. Tom moved to accept the April 2013 RSA & Special Expenditures Reports, Mark seconded and the Reports were accepted.

c) Donations—Ann moved to accept \$750.10 for donations in memory of Gert Page. Ingrid seconded the motion and the donations were accepted.

d) H.L. Turner's bill—Ann moved that we pay H.L. Turner's bill for \$5880 out of the warrant article-appropriated funds, Paris seconded and the motion passed.

4. Director's Report.

a) April 2013 statistics: The trustees reviewed the report with little discussion.

b) Town department head meeting: Lori said that there was not much to report.

c) Upcoming staff professional development: Lori said that she had encouraged Betsy Mahoney to apply for the NELLS leadership program.

d) Upcoming classes and events: Lori said that calendars for June through August are out, and she talked about the summer reading program. The theme is space, and several programs are planned.

5. Old Business

a) Lower Level renovation

1. Leah Shuldiner's role: Mark said that the trustees need to utilize Leah's expertise in gift solicitation, but questioned whether she would need to play a role beyond that.

2. Message Committee update: The committee finalized the case study and FAQs. They need to discuss the website. The next meeting is Thursday, May 16.

3. Parking Committee update: Tom said he had revised the letter to abutters. He will send it out soon and follow up with Gary Nylen to visit the abutters. Lori will ask Turner how much it would cost to do a parking feasibility study.

4. Hazardous materials assessment: Lori received an RFP from RPF Environmental for \$900 to remove the hazardous materials in the basement. Tom moved that we spend \$900 from Special Expenditures to pay RPF Environmental to complete the project. Ann seconded, and the motion passed.

5. Foundation creation progress: Ingrid reported that Eric Anderson is getting a PO Box for the Foundation address. The draft of the articles of agreement is being finalized, and foundation members need to sign it. The members need to discuss a gift policy and then the foundation will move ahead with establishing by-laws. Ingrid plans to schedule a meeting for next week. The meeting with Terry Knowles did not happen because of a miscommunication.

6. Items not included in renovation cost estimate—Lori reminded the Trustees of these items not included in the estimates by Carly or H.L. Turner: security system; technical infrastructure; furniture; shelving; kitchen appliances; and front door accessibility.

b) Library roof issue—Lori said that only three roofers responded to her calls: Melanson, Kelso and Colby. Melanson said his 2007 estimate was \$17,360 and he needed a scope of work before he would give an updated estimate. Kelso said that the roof needs a special membrane, which he does not do and he recommended Melanson. Lori did not get an estimate from Colby. Tom will call Kelso and ask him if he could do the scope of work. Tom moves that the Trustees ask Kelso to do the scope of work and to spend up to \$300 for Kelso to complete this task. Ingrid seconded the motion, and the motion passed. Lori will email other libraries to ask about the scope of works on their roof projects.

6. New Business

- a) Telescope lending policy draft: The policy needed to be revised because the new telescope included some materials not previously known. Mark moved that the Trustees adopt the revised telescope lending policy; Ingrid seconded, and the policy was adopted.
- b) Circulation policy revision: The language about videotapes was deleted because the library no longer circulates such materials. Tom moved that the Trustees accept the revised policy, Mark seconded, and the motion passed.
- c) Front door handicapped accessibility: Trustees discussed the idea of making the front door accessible by installing push button automatic door openers and concluded that it be considered at a later date due to budget issues. Lori will ask other libraries about costs.
- d) Oil to gas conversion: The library will not be able to remain in the fuel co-op unless it pays an annual fee of \$500 because Bow Elementary School is converting to natural gas this summer. Lori will call Fred Fuller about the possibility of obtaining the co-op pricing without being in the co-op for 2013/14. She will also get a quote for the library to convert to gas.
- e) Volunteer Administrative Assistant candidate: Ingrid will send the ad to Lori for the newsletter.

7. Other: Lori thanked Mark and Tom for planting bushes on the library property. Mark mentioned the Bow Heritage Commission Event on June 15. He will be promoting the library renovation project. Ann will help on that day as well. Ann and Ingrid will attend the Bow Rotary meeting on May 24 to speak about the renovation project. Ann will contact Bow High School about the possibility of a senior completing a fundraising project for the library.

7. Public Comment—None.

8. **Upcoming Regular Trustee meeting date is Wednesday, June 12, 2013 at 5 p.m. in the Meeting Room.**

9. **Special Trustee meeting date is Wednesday, June 12, 2013 at 6:30 p.m. in the Meeting Room.**

10. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,
Ann Hoey, Secretary