

Baker Free Library Monthly Trustees' Meeting
Wednesday June 10, 2015 at 5:00 pm in the Library's Meeting Room

1. Call meeting to Order: Ann Hoey called the meeting to order at 5:05 pm. Also present were, Tom Ives, Chris Carey, Lori Fisher and Paris Awalt.

2. Review/Approve May 13, 2015 and June 01, 2015 draft minutes: Ann moved to accept the draft minutes of May 13, 2015. Chris seconded, all Trustees were in favor and the motion passed. Chris moved to accept the draft minutes of June 01, 2015. Tom seconded, all Trustees were in favor and the motion passed.

3. Treasurer's Report
 - a. May 2015 general account Monthly budget report: Tom noted the fuel total looked good. Lori noted many bills would be coming due over the next couple of weeks. The anticipated electric fee increase for next fiscal year has been budgeted. Ann moved to accept the monthly budget report for May, Chris seconded, all Trustees were in favor and the motion passed.
 - b. May 2015 RSA and Special Expenditure Reports: The check to W and E Baum reflects the purchase of the donor tree and its engraved leaves. Paris moved to accept the RSA and Special Expenditures Report, Ann seconded, all Trustees were in favor and the motion passed.
 - c. May 2015 monetary donations: There were no donations over \$100
 - d. Review/approve invoice from Cobb Hill re Phase 1: We will receive one more final bill from Cobb Hill, as the current bill does not reflect the changes needed to maintain code compliance. Cobb Hill is aware the Trustees do not meet in July and therefore payment would be made for that final bill in August. The total amount of all four bills from Cobb Hill is \$168, 272.60. With the fifth and final bill we will likely come under the 202k budget, approximately 28, 000 dollars under budget. Tom made a motion that we pay invoice number 4 for the total of \$33, 219.21 out of the library Lower Level Capital Reserve Fund. Paris seconded. All Trustees were in favor, the motion passed.

4. Director's Report
 - a. List of May tasks related to renovation/fundraising: Thus far Lori has been the point person for the thank you note process for donations and pledges. Chris made a motion that in order to stream line the thank you process to donors and pledges, that the Trustees request that the BFL foundation handle the thank you process inclusively, including postage and the letter printing. Ann seconded. All Trustees were in favor and the motion passed. The donor tree should arrive to be hung before the summer reading kickoff June 19.
 - b. May 2015 stats: The music CD circulation is down five percent from last year; CD audio book use is up again; adult fiction circulation is up; DVD circulation is holding steady; overall program attendance is up.
 - c. The Rebecca Rule outreach into the schools from the library was successful at all three schools in the district.
 - d. Department Head Meetings: There will be an employee appreciation lunch. The public safety building committee is now doing private fundraising. The library will participate in one such fundraising effort on its behalf, as are other town departments. We will waive any library DVD fines for 6 months to a year as our bonus offering. There will be a pancake breakfast in June to raise money as well.

e. Staffing Challenges/Changes: Jennifer may go out on half time after the summer reading kick off. Molly has left for her new job in CA, and Jen Griffin will be out for another two week period for jury duty. Bob the custodian is out of work for this week. Lori is in the process of interviewing for Molly's position as Library Assistant-Technology, as well as for the temporary vacancy of the PM Circulation Desk Assistant over the summer.

5. Old Business

- a. Phase one renovation update/donor event synopsis: We have the Certificate of Occupancy; the three outstanding issues for code have all been resolved.
- b. Parking update: We are still waiting to hear where the point of access between the Automobile Association and the church will be; the church is comfortable with wherever the Automobile Association would like it.
- c. Library Payroll/Town finance office update: No update. Lori reached out to two Payroll providers twice, but so far no response. Lori will try to contact the providers again after the summer reading kickoff.
- d. Group tutoring policy review/revision: Examination of the Baker Heritage Commission (BHC) MOU and discussion of its terms. Lori will revise the MOU with the topics that were discussed and send copies to the president and vice president of the BHC.
- e. Report from Tom re legal fees: The land survey is an essential component of the parking and the lower level expansion. Belanger is planning to begin the survey early next week.

6. New Business

- a. Report from Chris –NHLTA Conference 5/18. General discussion of the notion of the library as part of and central to the community, as a curator of knowledge, and how we as a community provide access, digitize and use the knowledge. As part of this conversation Chris distributed an article "When Google is your librarian and Starbucks your Wi-Fi, do we still need public libraries" for the Trustees' review:
- b. Request to waive lost fees for materials-two patrons who lost items in house fires: Ann moved to waive the fees, Paris seconded. All were Trustees were in agreement and the motion passed. Discussion of adding a caveat to the library use policy to allow the director to waive fees in extenuating circumstances.
- c. Discussion regarding access/policy changes due to Phase 1 opening: Discussion of only allowing patron use of the lower level only during library hours. There will be a door added to the stairwell during phase 2, which will enable the library to remain secure after hours. The library will require that patrons sign in before using any portion of the lower level.
- d. The Friends' Book Sale will open on the 19th, during the open hours of the library. Book donations will be accepted once a month.
- e. Group Tutoring and Meeting Room Use Policies Review/Revision: Discussion of the need for policies in place for the use of the rooms. Trustee discussion to consult with the town attorney about the tutoring

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room policy. Decision to postpone the use of the tutoring rooms until said consultation. Until that time patrons could only reserve and/or use the small meeting room in the lower level.

Ann moved that we accept the Meeting Room Use Agreement, with the removal of item number 8 regarding the terms of the policy on group study and tutoring. Paris seconded, all Trustees were in agreement and the motion passed.

7. Public comment: none

8. Adjourn: Ann moved to adjourn the meeting, Paris seconded, all Trustees were in favor and the motion passed. The meeting was adjourned at 6:45pm.

Next Upcoming Regular Trustee Meeting: Wednesday 8/12/15 at 5:00 pm in the Meeting Room