

Baker Free Library
Board of Trustees Meeting
August 13, 2014
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:04 pm. Also present were Paris Awalt, Ann Hoey, Mark Leven, Ingrid White and Library Director Lori Fisher.

2. Minutes. The minutes of June 11, 2014 were reviewed. Mark moved to accept the minutes of June 11, Ingrid seconded, and the minutes were approved.

3. Treasurer's Report.

a) The June 2014 general budget report was reviewed. The library ended the fiscal year slightly under budget. Ann moved to accept the June report, Mark seconded, and the report was approved.

b) The July 2014 monthly budget report was reviewed. Tom questioned the practice of using DVD fine money to buy replacement DVDs. Lori said we will address this issue at next month's trustee meeting.

c) The June & July 2014 RSA & Special Expenditure Reports were reviewed. Mark noted that the expenditures in the June and July RSA 5014425 accounts concerned the copier, which will probably have to be replaced. Lori is exploring options for purchase or lease of a new copier. Lori also noted that the disbursement for \$347.40 in the June report reflected expenses incurred by the roof leak. Tom moved to accept both June & July 2014 RSA & Special Expenditure Reports; Ingrid seconded and the motion passed.

d) June & July 2014 Donations: The library received \$100 from the NH Romance Writers in June and \$2,145 in July in memory of Bob Morgan. Mark moved to accept the \$2,245 in donations, Ingrid seconded, and the motion passed.

4. Director's Report

a) January-June 2014 statistical summary and July 2014 statistics: Lori pointed out that materials circulation was down slightly along with program attendance. Computer use remains about the same since July 2013.

b) Town Department Heads meeting: The Select Board will meet with the library and other town departments on Monday, October 27, time to be announced. There will be a meeting of town board committee chairs on October 10, but this meeting conflicts with our scheduled trustee meeting. Voting will take place at the Bow Memorial School in September and November. Some Vegas block residents from Concord have been relocated to the Hampton Inn in Bow.

c) 100th Anniversary event update: Lori reported that arrangements for the food were finalized. She is planning to meet with school groups soon regarding the music at the event. She is also arranging traffic control. Lori suggested that the Library do a re-dedication ceremony on Wednesday, October 29, the actual 100th anniversary date of the original dedication of the library. She said that the arrangements would be simple with a ribbon-cutting and a couple of speakers. The trustees agreed that this would be a good idea.

d) Personnel: The Board reviewed Jennifer Ericsson's written request to roll over one week of her vacation time into 2015. Mark moved to approve the request for Jennifer Ericsson to roll over one week of vacation time into 2015, Ingrid seconded, and the request was approved. Lori also asked for approval to hire the following people to fill positions: Kaitlynn Leary as PM Circulation Assistant; Daphne Lessard as AM Circulation Assistant; and Kate Haggerty as Library Assistant. Ingrid moved to approve the three new hired personnel, Mark seconded, and the motion passed.

5. Old Business

- a) Roof leaks: The roof appears to be without leaks. Lori, Tom and Mark cleaned the gutters. Lori indicated that the chimney needs to be capped.
- b) Oil to gas conversion update: Lori reported that Liberty Utilities is waiting for one state permit before it begins road digging.
- c) Fundraising timeline: The trustees discussed the need to extend the timeline for one year and recommended that we extend the deadline for completion of major gift solicitations to December 31, 2014.
- d) Elevator repair/replacement: The trustees reviewed the information from H.L. Turner and discussed the issues involved with the project. The Board agreed that repairing the elevator would not be a wise use of money since the renovation project requires a new installation. Lori will ask H.L. Turner for cost estimates for replacing the elevator.
- b) Sign Committee update: no update.

6. New Business

- a) 2015/16 Draft Review: The Board reviewed the budget. The only cost increases come from increases in benefits. The library plans to see a reduction in fuel costs because of the conversion. The Board discussed the longevity bonuses. Lori will craft an alternative nine step pay scale, which conforms with the town's pay scale structure.
- b) Grievance Procedures for Personnel Policy: The Board reviewed the proposed Employee Grievance Procedure. Tom moved to accept the proposal, Mark seconded, and the motion carried.
- c) CIP Committee Meeting 8/18/14 at 6:00 PM: At least two trustees will be able to attend this meeting.
- d) Bank of NH inquiry re: financing of Lower Level Renovation: Lori and Mark will meet with a representative to discuss Bank of NH's proposals.

7. Lower Level Renovation

- a) Foundation update. The Foundation has received its 501 (c)(3) status.
- b) Parking update: The Bow Mills Methodist Church proposed amendments to the parking agreement. Mark and Tom will discuss the proposed changes and bring them to the Lower Level Committee meeting next month. Lori will ask Primex to get insurance coverage for the BM Methodist Church parking site.
- c) Private phase of campaign: Mark reported that we have raised almost \$150,000 so far.
- d) Public phase of campaign: Trustees briefly discussed the pros and cons of allowing alcohol during events.

8. Election of Officers 2014-15: This was postponed until the September meeting.

9. Public Comment--none

10. The meeting was adjourned at 7:00 p.m.

Next regular Trustee meeting date is September 10, 2014 at 5:00 p.m. in the Meeting Room (or possibly at the Town Building).

Respectfully submitted,
Ann Hoey
Secretary