

Baker Free Library Monthly Trustees' Meeting
Thursday April 12, 2018 at 5:15 pm in the Welch Meeting Room

APPROVED MINUTES

PRESENT: Christine Carey (CC), David Withers (DW), Benette Pizzementi (BP), Marc Van De Water (MV), Jennifer Warburton (JW), and Lori Fisher (LF).

Call Meeting to Order: 5:14 by CC

1. **Introduction of new Trustee:** CC and LF introduced the new Library Trustee Jennifer Warburton. LF provided all of the Trustees with an updated Trustee contact list.
2. **Election of Officers:** CC discussed that the election of officers to serve from April 2018 – April 2019 was in order. Upon Motion made by BP, and seconded by JW, the following officers were elected by unanimous vote:

Chairperson/President:	Christine Carey
Treasurer:	David Withers
Secretary:	Marc Van De Water

DW then moved that Christine Carey (Chairperson), David Withers (Treasurer), and Sheldon Anderson (Bookkeeper) continue as the sole persons authorized as signatories for the Baker Free Library accounts #1004123, #1012355, and #5014425 at the Merrimack County Savings Bank. The Motion was seconded and passed unanimously.

3. **Review and sign Ethics policy:** LF provided each Trustee with the Ethics policy for review and signature. Each Trustee signed the Ethics Policy and returned the executed policy to LF.
4. **Review and sign Board as Volunteers/Employees policy:** LF explained that the Board as Volunteers/Employees inadvertently failed to contain signature lines. LF will revise the form and present same at the next meeting.
5. **Review/Approve March 14, 2018 draft minutes:** After review of the draft minutes of the March 14, 2018 meeting, and correcting one date, and upon Motion by BP, seconded by DW, the draft minutes were approved upon a 4-0 vote, with JW abstaining as she had not attended the prior meeting, having just been elected.
6. **Treasurer's Report:**
 - a) **March 2018 general account reports:** DW reported we are on track for the year. Upon Motion by BP, seconded by DW, the general accounts report was approved by unanimous vote.
 - b) **March 2018 RSA & Special Expenditures Reports:** DW and LF explained the RSA and special expenditure accounts in depth for the newest Trustee JW. DW further explained that: the Jordan Tirrel \$227.00 disbursement came from a specific grant for that event; UBM stands for United Business Machines, a recurring monthly expense for the photocopier; and, and DeLage is a recurring monthly expense for supplies. Upon Motion by MV, seconded by BP, the RSA and Special Expenditures report was approved by unanimous vote.

c) **Discussion of accounting software cost comparison for 2019/20 budget:**

Lori

reviewed the costs associated with the current Sage accounting software, and the opportunity to purchase a less expensive product that would meet the Library's needs, as well as the possibility of Bow Finance Director Geoff Ruggles doing a portion of the Library's bookkeeping at no cost, with LF taking care of the RSA and Special Expenditures accounts with the new software. LF discussed that she has reached out a few times to the current accountant about transitioning from Sage, but has not heard back to date. LF will reach out to Geoff Ruggles and the Town Manager Dave Stack to clarify and confirm the offer. DW will reach out to the current accountant who has handled the Library's books for the past 30 odd years to get his thoughts about such a transition. The issue will be further discussed at the next week with an eye towards a July 1 transition.

7. **Director's Report:** LF gave her Director's Report:

a) **March 2018 Stats summary:** LF reviewed the March 2018 year to date updated statistics, noting the numbers are up year to date, with a 47% increase in computer usage from 2017, and a 38% increase in program attendance. LF noted that the CD audio, DVD and CD Music are lower due to the success of the transition to Hoopla.

b) **Update – Children's Librarian search:** LF reviewed the status of the competitive search for a new Children's Librarian, the narrowing of the candidates, the final interview schedule and her hope to have the position filled in short order.

c) **Summary – PLA experience:** LF recapped her awesome time at the PLA conference, and the attendees shared desire for more speakers from smaller libraries.

d) **Upcoming professional development/professional commitments (staff):** LF reviewed the upcoming staff professional development, including LF attending the Small Library Summit in April, LF's upcoming congressional development trip to DC in May, and staff attending NH State Library and UNH training on inventor and application development, a Primex meeting on dealing with difficult people, and a class on book repair.

e) **Summer Reading Program update:** LF reviewed the progress and plan for this year's Summer Reading Program, including showing Liz Jackson's logo "Reading Takes You Places". All Trustees indicated their desire to purchase Summer Reading Program shirts.

f) **Note from Jennifer Ericsson:** LF circulated the lovely thank you card from Jennifer Ericsson, the prior Children's Librarian, thanking the Board for CC's purchase of a leaf on the donor tree.

g) **Approve early/holiday closures through December:** LF discussed the proposed early and holiday Library closures through the end of this year. Upon Motion made by DW, seconded by JW, the following early and holiday Library closures were unanimously approved:

1. At 2 PM May 26, 2018 for carpet cleaning
2. November 12, 2018 for Veteran's Day

3. December 24, 2018 for Christmas

8. **Old Business**

a) **Update on BOS/Budget Committee minutes (Christine):** CC gave the Board an update of the Budget Committee minutes and new committee assignments, as well as the new TIF district, and the problems Bow has with the State's proposed plan for the I-89 expansion, such as leaving Bow with new roads and sidewalks to maintain. CC then reviewed business to business events. LF stated she would reach out to Matt Poulin and the school board about the quarterly meeting with the select board.

b) **Review Town Meeting outcomes & discuss CIP requests for 2019/20—** LF reviewed the Town Meeting outcomes. LF also reviewed the Town unsuccessful vote on the air conditioning replacement. LF provided the Board with a printout of and reviewed the proposed Capital Improvements for:

(1) AC and Air Handler Replacement-- estimated expenditure year 2018-2019. LF to talk with the Town about possibly going in on a cost sharing/reduction when the Town replaces a number of its systems. MV suggested the funding request be spread over a few years, so that it can be presented as saving for this expected expense, with authority to expend when and as systems must be replaced. The Board will discuss this further after LF speaks with the Town.

(2) Library Emergency Fund—LF explained that this \$9,000 CIP request is deferred from last year at the request of the Budget Committee and sought to be added to return the Emergency Fund to \$25,000

(3) Emergency Generator--\$32,000 sought, LF pursuing a grant, 25 year estimated life, estimated expenditure year 2023-2024

(4) Elevator Replacement--\$82,000 budgeted, 15 year estimated life, estimated expenditure year 2030-2011

(5) Furnace and Controls--\$64,000 budgeted, 20 year estimated life, estimated expenditure year 2036-2037

(6) Roof Replacement--\$64,000 budgeted, 25 year estimated life, estimated expenditure year 2040-2041

The Board indicated that it wished for LF to proceed as to all of the CIP projects.

c) **BFL Trustees annual calendar update/review for May 2018:** CC reviewed the calendar, and stated she would be emailing each Board member the Director evaluation form.

9. **New Business**

a) Update from BFL Foundation: LF discussed the \$17,000 raised for the endowment, and that the Foundation had reimbursed her travel expenses, as well as the leaves for the donor tree.

b) Verify next Trustee meeting dates & times: The Board discussed the dates and times for the May & June Library Trustee meeting, taking into account LF's trip to DC in May, and DW's May travel dates. The Board also discussed the meeting start times and whether it would be possible to move the meetings to 5:00 PM now that Peirce Hunter is no longer a Trustee. The Board agreed to keep future meeting at 5:15 PM. The Board agreed that the next two Library Trustee's meeting will be held on:

1. May 17, 2018 @ 5:15 PM
2. June 13, 2018 @ 5:15 PM

c) Request from Alchemists' Workshop to hold one week camp in Lower Level: LF provided the Board with a letter from the Alchemists proposing the use the Library for a multi-day theater workshop. The Board policy has been not to charge Not For Profits organizations a fee for the use of the space, but to charge if the organization is charging a fee for the event to its members. The Board did not have enough information to determine how the fee being charge was to be allocated by the organization. The Board voted unanimously to approve a Motion made by MV to authorize CC to allow the Alchemists to use the space for the sum of \$100.00 per day (1/2 the best rate being offered to the for profit Yoga NH), and to give her the authority to speak with the organization about how the funds charged are allocated, and to in her discretion reduce the daily fee charged or alternatively call a expedited mini meeting so the organization can timely proceed with planning and advertising its event.

d) Review of mission statement and discussion of potential taglines: The Board reviewed the mission statement and several proposed taglines, and wanted to try and take one more meeting to determine if a tagline using BFL or BOW could be arrived at and agreed upon, and to give newly elected Trustee JW an opportunity to weigh in with her suggestions.

e) Quarterly review/discussion of current long range plan: LF reviewed her continuing success in partnering with local business for the Summer Reading Program, the museum passes and possibly State Park passes, the Library's continuing to successfully work with all three SAU 67 schools, Lori speaking at the Bow Rotary (despite the 7:15 AM start time), the Library's multiple book groups and book delivery service with White Rock Senior Living, and a number of other items on the 8 page Long Range Plan handout.

f) Short Takes for Trustees #5– Library Policies (10 min video): Viewed and discussed Short Take #5 the policy matrix and sustainability.

10. **Public Comment:** No public was in attendance.

11. **Adjourn:** The meeting was adjourned by CC at 7:15 PM.

Respectfully submitted,

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Marc Van De Water, Secretary