

**Baker Free Library Monthly Trustees' Meeting
Thursday December 12, 2018 in the Welch Meeting Room**

DRAFT MINUTES

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

1. **Call Meeting to Order:** 5:13 PM by CC
2. **Review/Approve September 21, 2018 and November 15, 2018 draft minutes:**

The Trustees reviewed the minutes of the September 21, 2018 Trustee's meeting. Upon a motion made by DW, and seconded by JW, the minutes were unanimously approved, other than BP who abstained.

The Trustees reviewed the minutes of the November 15, 2018 Trustee's meeting. Subject to LF correcting the word "car" to "card" in the caption to Section 6 c), upon a motion made by BP, and seconded by DW, the minutes were unanimously approved.

3. **Treasurer's Report:**
 - a) **November 2018 general account report:**

DW then reviewed the November 2018 monthly budget report. DW noted that the budget was on track for the year with no issues, and that a prior issue had been corrected. Upon a Motion made by JW, and seconded by MV, the November 2018 monthly budget report was unanimously approved.

b) November 2018 RSA & Special Expenditures Reports:

DW reviewed the November 2018 RSA and Special Expenditures report, and noted there was nothing unusual in the report, noting the \$4,012.25 receipt represented insurance proceeds for work to be done in February 2019, and the remaining \$12.25 was for coffee receipts. DW noted the \$4,857.11 disbursement was a reimbursement to the BFL. Upon a Motion made by MV, and seconded by BP, the November 2018 RSA and Special Expenditures report was unanimously approved.

c) Approve \$100 donation—Forrest Family:

LF explained there had been a \$100 donation from the Forrest family, with a match to come, which donation and match required the Trustees' approval for acceptance. MV so moved, and DW seconded the Motion to accept the donation and the match. The Motion was unanimously approved.

4. **Director's Report**

a) November 2018 Stats summary:

LF then reviewed the November 2018 statistics, noting that while DVD, CD and Audiobooks were down @ 22%, 26%, and 17% respectively, the electronics usage, particularly for Hoopla (300% increase), Transparent Language (37% increase), Overdrive (3% increase) and computer usage (1,617 vs 1,297 last year Jan. to Nov.) are up substantially. Additionally, program attendance was up 27%, and internet usage is up 19% from last year.

LF also noted that the Polar Express event was a great success, with over 120 people, including almost 70 children. LF stated that Mr. & Mrs. Claus were wonderful, and a big hit with the participants, and that she will be booking them for next year.

b) Town Dept Head meeting update:

LF reviewed the department head meetings, and explained that the worker's compensation is set to increase almost 11% this year, and was particularly high for the fire department which doubled. LF asked Dave Stack and Geoff Ruggles to see the cost for other carriers, as there is 14% increase for health premiums, for which only a 5% increase was budgeted, and the employees are still recovering from a change to the \$9,000 deductible plan.

LF pointed out that the budget needs to be updated before the meeting with the Budget committee.

LF also noted that people had until Friday to submit comments for the proposed I-89 changes at Exit 1.

LF last noted that Betsy had done a Burbio web seminar about combining calendars. LF is working on combining the various Town calendars after the first of the year.

c) Employee vacation time—roll over approvals needed

LF stated that three employees need to roll over vacation time in excess of the three days employees can roll over without approval. LF need to roll over a total of 20 hours, Juliana a total of 23, and Betsy a total of 48 hours. Upon Motion by MV, seconded by BP, the roll over requests were unanimously approved.

5. **Old Business**

a) Update on BOS/Budget Committee minutes:

JW stated there was nothing new beyond what LF had already discussed.

b) BFL Trustees annual Calendar update/review for January 2019

LF reviewed the Trustee calendar. CC will take monitoring SAU, BOS, BC, School Board and CIPC minutes for January 2019, DW February, MV March, BP April and JW May.

c) Logo subcommittee report:

The logo subcommittee noted there was nothing to report, and that they will be meeting January 2, 2019.

d) Old Library roof subcommittee report:

MV and LF agreed to meet December 13, 2018 at 1PM.

6. New Business

a) Follow-up Board Self Review: Trustee Packet Development and Advocacy:

CC stated she and LF will be meeting December 17, 2018 at 11 AM.

b) Update of Foundation endowment fund campaign (through 1`2/31/18):

LF reviewed 11-7-18 a sheet from Juliana about obtaining underwriters for Outside Presenters/Performers: particularly, \$400 for the duo Intergalactic Music Spectacular; and, for the McAuliffe Discovery Center. LF is hoping to know the underwriters by mid-February.

LF stated that \$7,300 out of the \$10,000 goal had been met, and that she was hopeful of reaching the \$10,000 target.

c) Update on Town attorneys re: alcohol & meeting room agreement:

LF sent an email to the Town attorney, but has received no response. LF said she will reach out again.

d) Discuss upcoming vacancy (CC's seat):

CC confirmed she will not be running for Library Trustee.

e) Request from Bow Rotary for use of alcohol in January 2019:

LF reviewed an email request from Sandy Eldredge on behalf of the Bow Rotary seeking permission to serve alcohol at its January 15, 2019 (7:00 event. LF noted they would have tulip insurance in place. Subject to the tulip insurance being confirmed by LF, MV made a Motion to approve the request, which Motion was seconded by DW, and carried unanimously.

7. **Public Comment**

There was no public comment.

8. **Non-Public Session:**

N/A

9. **Adjourn**

The meeting was adjourned at 6:09 PM.

Submitted by,

Marc L. Van De Water