

Baker Free Library Trustees' Meeting
Wednesday, March 14th, 2018
5:15 pm in the Library's Upstairs Meeting Room
APPROVED

Present: David Withers (by phone), Marc Van De Water, Christine Carey, Peirce Hunter, Benette Pizzementi, Lori Fisher.

Call to Order: 5:15 pm by Christine Carey.

Minutes: The February 19, 2018 draft minutes were reviewed. Benette made a motion to accept them, Dave seconded, and the minutes were approved. The February 14, 2018 draft minutes were reviewed. Marc made a motion to accept them, Benette seconded, and the minutes were approved.

Treasurer's Report:

- a) February 2018 General Account Reports – Dave reported we are on track for our budget 2/3 of the way through the year at 61%. Postage is elevated because of costs associated with the Passport program, but that is being covered by the money coming in from the program. Benette made a motion to accept the account reports, Marc seconded, and the reports were accepted.
- b) February 2018 RSA & Special Expenditures Reports – Dave noted in the special expenditures \$235.50 from the NH Humanities council for an upcoming program, and in the RSA account the income continues to come in from the passport program. Marc moved to accept the RSA and special expenditures reports, Benette seconded, and the reports were accepted.
- c) Parking Agreement Payments – Lori noted while filing Lower Level Renovation paperwork that we have annual parking contracts that we have not paid. She asked us to approve to pay them out of the room rental money which is in the Building Maintenance Fund. Our contract with Bovie is \$1/space/year, (total \$20 a year) – we owe them \$80, with the next payment due January 2019. Our contract with NHADA is \$1/space/year (total \$10 per year), and we owe them \$40. Our contract with Bow Mills is \$300/year, and we owe them \$900. Benette made a motion to pay as indicated above from the Building Maintenance Fund, Marc seconded, and the motion was approved. We will set up a system of regular payments going forward.
- d) Approval of a Donation – We received a check from the NH Telephone Association Memorial Trust to be used for the purchase of technical books. Benette made a motion to accept the donation, Marc seconded, and the motion was approved.

Director's Report:

- a) February 2018 Stats – Lori reviewed the statistics. Of note there has been increased circulation, especially in the Transparent Language. Also there

continues to be increasing computer usage, and increasing program attendance, especially in the children's programming.

- b) Update Children's Librarian Search – Lori plans to start advertising at the end of the week, once we approve our Salary and Benefits policy. She plans to make the MLS qualification “preferred” rather than “required”, and thus open for a candidate with significant experience.
- c) Lori to Washington D.C. – As Advocate for the NHLA, Lori has been asked to make a presentation for National Library Legislative Day in Washington DC on 5/7-5/9. We will move the May meeting so she will be able to attend the trustee meeting as well.

Old Business:

- a) Update on BOS/Budget Committee Minutes Review – Benette reviewed minutes from various community meetings. She noted that the BOS planned to withdraw the warrant article for tearing down the Community Building, and would instead do some repair work. She also noted that there was a joint meeting with the select board, the school board, and the town manager about sharing resources. This meeting is planned to be held quarterly. There is also discussion about solar arrays.
- b) Update A/C and Air Handler Warrant Article and Budget Committee Request – We got additional quotes from another company, and sent the Budget Committee's questions to the companies that did our previous quotes. All the information was forwarded to the Budget Committee for their review. The warrant article will be voted on tonight at Town Meeting.
- c) Electrical Supplier Update – The Town signed up with a rate of \$0.07 so we signed with them, which will significantly improve our electric payment.
- d) BFL Trustees Annual Calendar Update/Review for April 2018 – Coming up next month will be the change of board and orientation of the new member, as well as the quarterly review of the long-range plan. Chris volunteered to review the community meetings' minutes for next time.
- e) By-laws Revision Vote – Revisions to the by-laws concerning Trustee meeting times were made last meeting. Marc made a motion to approve the changes, Benette seconded, and the motion was approved.

New Business:

- a) 2018 Election Update – Jennifer Warburton has been elected for Library Trustee. Chris will contact her about getting sworn in and general trustee information. We say goodbye to Peirce Hunter, and thank him for his excellent service.
- b) Next Trustee Meeting Dates – Due to various schedules, the April meeting will be Thursday, 4/12/2018 at 5:15 pm, and the May meeting will be Thursday, 5/10/2018 at 5:15 pm.
- c) Additional Dates for Yoga NH – Yoga NH asked for additional dates, increasing the total hours to 300 (up by 100 hours). There are no conflicts, and this will increase the free community classes. Marc made a motion to approve the increased hours, Peirce seconded, and the motion was approved. The owner of Yoga NH, Maureen Miller, also asks permission to park her car in the library lot.

After discussion, the Trustees agree that we cannot set the precedent for parking exceptions given the number of different groups we have using the rooms. Marc made a motion to respectfully decline the parking exception request, Dave seconded, and the motion is approved.

- d) Review and Amend Salary and Benefits Policy – Lori has revised the policy regarding the single benefits employee contribution and she removed the part-time employee medical/dental benefits to align our policy more closely with the Town's. Two current part-time employees are grandfathered in with their part-time benefits. Peirce made a motion to approve these revisions, starting with the next fiscal year (7/1/2018). Marc seconded, and the motion was approved.

Public Comment: There is no public comment.

Meeting Adjourned: 6:00 pm.

The next regularly scheduled meeting of the Trustees is Thursday, April 12th, 2018 at 5:15pm in the Library's Upstairs Meeting Room.

Respectfully submitted,
Christine Carey