

Baker Free Library Trustees' Meeting
Thursday, May 17th, 2018
5:15 pm in the Welch Meeting Room
APPROVED

Present: Benette Pizzimenti, Christine Carey, Jennifer Warburton, David Withers, Lori Fisher.

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

Minutes: The April 12, 2018 minutes were reviewed. Dave noted that the wording about the accountant being an authorized signatory to the BFL bank accounts needs to be added to the "Election of Officers" section. Benette made a motion to accept the minutes with this change, Dave seconded, and the minutes were approved.

Treasurer's Report:

- a) April 2018 General Account Report – Dave reviewed the general account report. He noted overall we are on target. Under the line item for training there is an overage of about \$1200 due to the Washington DC NHLA advocacy trip for Lori. That will be reimbursed by the NHLA before the end of the year. Dave also noted an increase in electronic media revenue that has been generated by the passport program. Benette made a motion to accept the General Accounts Report, Jennifer seconded, and the report was accepted.
- b) April 2018 RSA & Special Expenditures Reports – Dave reviewed the reports. He noted the reimbursement from the Foundation for leaf purchases for the donor tree from the Foundation. Otherwise receipts and expenses were as expected. Benette moved to accept the reports, Jennifer seconded, and the reports were accepted.
- c) Update on Accounting Software Change – Lori and Chris talked with the library accountant, Abe (Sheldon Anderson), who is on board with switching to Quickbooks. This will cost \$150/year, rather than the previous \$650/year. Triplet will set this up for us by the end of the fiscal year so that both Abe and Lori will be able to access the software.
- d) Approve Triplet Phone Lease – Lori asked us to vote to approve a 3-year phone lease with Triplet Computers. The price with this renewal will be slightly lower at \$236/month, down from \$242/month, for an approximate \$3000/year overall cost. With the renewal we will be getting all new phones – eight regular phones, one wireless, and one conference phone. Dave motioned to approve the 3-year lease renewal, Benette seconded, and the renewal was approved.

Director's Report:

- a) April 2018 Stats Summary – Lori summarized the stats for the library for April. Overall the statistics are up a little compared to this time last year, and in a similar pattern, with an increase in book circulation, and a continuing decrease in CD and DVD circulation. We continue to have an increase in electronic media –

- specifically in HOOPLA and also this month in Overdrive. Surprisingly there has been a significant increase in computer usage for a variety of things, including an increase in regular users. Programming is also up from last year, especially adult programming because of the additional White Rock groups, and also our getting into the schools more.
- b) Summary DC Trip – Lori described her experience in DC as Advocacy Chair for the NHLA. She attended briefings about legislation and how it works with library advocacy, and she met with congressional representatives. It was a positive experience and she learned how to connect with our local representatives. On the plane home she was able to talk directly to Shaheen, Hassan, and Shea-Porter, who were on the same flight.
 - c) Professional Development – Lori attended the Small Library Summit where she presented, Kate Kenyon attended a program on caring for old books, Jen Griffin will be going to Verbal Judo, and Deb Barlow will be going to the Primex session on dealing with difficult people.
 - d) Summer Reading Program – Things are going well with a lot of local businesses donating some good prizes. The theme is “Reading Takes You Places” and we have “passports” for participants. The opening party will be June 22 from 4-7pm, and the closing should be August 22.
 - e) Lower Level Rug Cleaning – scheduled for July 7th and will cost under \$500.
 - f) Patron Lunch Donation – a patron, Kate Connor, made a wonderful lunch for the staff as a thank you for everything they do. It was greatly appreciated by the staff.

Old Business:

- a) Update on BOS/Budget Committee Minutes – Dave noted that the BOS 4/24 meeting minutes discussed solar panels by the high school. The 5/12 BOS/Business Development Committee minutes discussed the highway interchange, and that the preferred DOT plan so far does not have direct access to the Bow business area and would set up a significant amount of sidewalk which we do not have equipment to clear.
- b) CIP Requests for 2019/20 – Lori reviewed the upcoming CIP requests. In preparation for submitting the request for the AC/air handler units, she asked various vendors about purchasing and storing the R22 coolant. NH HVAC said we could purchase but not store the coolant with them – we would need 90 pounds, and the cost would be \$1200 per 30 pound jug, and we would need a contract with them costing \$850/visit. Bow Plumbing and Heating said that we could purchase the coolant through them, but they could not store it for us, and they do not recommend trying to store it at the library. Lori also reached out to Duane Ford at the schools to discuss the schools AC units. He reported that each school is different – BMS had theirs installed in 2005 and it is in good shape. BHS has older units from 1997, but some units have been replaced along the way. BES has old units, but their replacement is part of the whole renovation plan. As a result of these discussions and after reviewing unit replacement quotes from various vendors, Lori wrote up a CIP request for \$15,000 to be set aside for 4 years in a row, then using that lump sum to replace all the units at once as that is significantly cheaper (\$10,000 to \$15,000 savings) than replacing them

- piecemeal. Lori also wrote a CIP request to start refilling the emergency fund, with \$12,500 per year for 2 years until we reach the expected amount of \$25,000. Of note, the funds that are currently in there (\$6,653) will need to be spent on replacing a section of the roof this summer.
- c) Roof Repair – The roof over the flat portion and a section of the 1914 part of the building was replaced in 2013 by the Arsenault Company, and it is failing - we have water coming through the roof and rotten trim. Manchester Roofing came out and evaluated it and said it did not have appropriate material on it for a flat roof. We had a lifetime guarantee on material and work in the contract with Arsenault, so Lori has reached out to the company but they have failed to follow through. We will be sending a formal letter to them requesting a solution. Meanwhile we have some tentative pricing from Manchester Roofing and Bow Plumbing and Heating regarding replacing the roof, replacing the rotten trim (required to replace roof correctly), and replacing the corroded interior cast iron gutters that are leaking into the ceiling. The roofing would be \$19,750, the trim replacement \$45,000 (although we may be able to get a better price on that), and the gutters around \$10,000. This totals approximately \$75,000. We have \$6,653 in the emergency fund, potentially \$30,000 in personnel with the recent change in staff, and Lori may be able to encumber \$10,000 from next years' budget. The group discussed the options – Lori will get more information on the various costs, Marc and Lori will craft a letter to the previous roofers to see if we can get some relief there, and we will meet again on June 7th to discuss voting to encumber funds as well as discuss presenting the issue to the selectmen regarding emergency funds for a town building.
 - d) BFL Trustee Annual Calendar Review/Update – Next month we will follow through with the Director review and continue the discussions regarding CIP requests. Jennifer will review the various BOS/School Board/Budget Committee minutes.

New Business:

- a) Request from Bow Garden Club – the Garden Club is holding a joint event with the library – “Books in Bloom” – and they would like to have wine and cheese. They will not be selling tickets to the event or selling drinks. There was a discussion about whether there needs to be a police presence when no tickets are sold. They do not need a liquor license in this situation. Lori will discuss this with the police chief, and the trustees would like to make sure there will be a list of the servers of drinks, that the alcohol be monitored at all times, and that there is insurance coverage by the Garden Club. The trustees will vote on this at the June 7th meeting.
- b) Review Gift Acquisition Policy – We reviewed the draft of the Gift Acquisition/Deaccession policy. Benette made a motion to accept the draft as final, Dave seconded, and the draft was approved.
- c) Review Workplace Violence Policy – This was last reviewed in 2010. After discussion, it was decided that Lori will talk to the police chief about whether the library can restrict firearm possession in the library. We will readdress this at the next monthly meeting.

- d) Potential Taglines – Benette submitted a possible tagline “Expanding Our Horizons Together,” which is highly favored by the group. The vote was deferred until all a present at our next regular meeting.
- e) Short Takes Video – This was deferred until the next meeting because of a computer glitch.

Public Comment: There is no public comment.

Non-Public Session: Benette made a motion to enter a non-public session for the statutory reason RSA 91-A:3, II(b) (hiring of an employee) and RSA 91-A:3, II(c) (matters which may adversely affect the reputation of any person). Dave seconded.

Roll call vote: Benette Pizzimenti – yes, David Withers – yes, Jennifer Warburton – yes, Christine Carey – yes.

Non-public session was entered at 7:00 pm.

Non-public session was ended and the public session reconvened at 7:15 pm.

Benette made a motion to seal the minutes because divulgence of the information would adversely affect the reputation of a person other than a member of the board. Dave seconded.

Roll call vote to seal minutes: Benette Pizzimenti – yes, David Withers – yes, Jennifer Warburton – yes, Christine Carey – yes.

Motion passed.

Meeting Adjourned: 7:15 pm.

There will be a brief Trustee meeting Thursday, June 7th, 2018, at 5:15 pm at the library. The next regularly scheduled meeting of the Trustees is Wednesday, June 13th, 2018, at 5:15 pm in the Library’s Upstairs Meeting Room.

Respectfully submitted,
Christine Carey